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# Tax Information for City and County Officials

*Local Sales and Use Tax  
Transactions (Sales) and Use Tax*

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## Introduction

We have prepared this publication to explain how the Board of Equalization administers laws that govern locally imposed sales, transactions and use taxes. The information is designed to help local city and county officials understand tax programs and how they can utilize the services of the Board. We have also included information on annexation procedures as they relate to sales, transactions, and use tax programs.

We welcome your suggestions for improving this publication. Please send your comments to:

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## Local Sales and Use Taxes

### Components of the Statewide Sales and Use Tax

The State Board of Equalization administers local taxes under the *Bradley-Burns Uniform Sales and Use Tax Law* and the *Transactions and Use Tax Law*, which are divisions of the Revenue and Taxation Code.

The state sales and use tax rate is 6 percent. The local sales and use tax rate for cities and counties is 1.25 percent, which is part of the 7.25 percent base rate collected by the Board statewide. Of the 1.25 percent local portion, cities and counties use the 1 percent portion to support general operations. The remaining 0.25 percent is designated by statute for county transportation purposes and may be used only for road maintenance or the operation of transit systems. Counties have been receiving this 0.25 percent for transportation revenue since 1972 when sales tax was first levied on gasoline. The following table shows these tax components and their authorizing Revenue and Taxation Code sections.

Table 1

#### Components of the Statewide 7.25 Percent Sales and Use Tax Rate

Rate	Jurisdiction	R & T Code
4.75%	State (General Fund)	6051, 6201
0.50%	State (Local Revenue Fund)	6051.2, 6201.2
0.25%	State (General Fund)	6051.3, 6201.3
0.50%	State (Local Public Safety Fund)	§35 Art XIII St. Constitution
1.25% (1.00% + 0.25%)	Local (County/City) (City and county operations + County transportation funds)	7202(a), 7203
<b>7.25%</b>	<b>Total Statewide Base Sales/Use Tax</b>	

### District Taxes

In addition to the state and local taxes described above, in 1970 the Board began administering local transactions (sales) and use taxes for voter-approved special districts. Currently, there are 34 such districts in the state with tax rates ranging from 0.125 percent (1/8 percent) to 0.5 percent (1/2 percent). In addition, eight counties impose more than one transactions (sales) and use tax. The combined state, local and special district tax rates range from 7.375 percent to a current maximum (in the City and County of San Francisco) of 8.5 percent.

## Redevelopment Agencies

Beginning January 1, 1986, Redevelopment Agencies were authorized to impose a sales and use tax at a rate of 1 percent or less, to be credited against the city's sales and use tax. Effective January 1, 1994, the law authorizing the creation of new Redevelopment Agencies for sales and use tax purposes was repealed. Redevelopment Agencies that were approved prior to that date remain in effect and continue to receive sales and use tax revenues. New Redevelopment Agencies are still permitted for property tax purposes.

## Sales Tax Compared to Use Tax

### Complementary Taxes

Sales and use taxes are complementary taxes, i.e., when one tax applies, the other does not. The sales tax is imposed on all retailers for the privilege of selling tangible personal property in the State of California. Use tax is imposed on the purchase for storage, use, or other consumption in this state of tangible personal property purchased from any retailer. For example, merchandise purchased from an out-of-state seller and delivered directly to the California purchaser from an out-of-state location is subject to the use tax since the sale was not from a retailer in this state and therefore not subject to the sales tax.

As the volume of internet commerce continues to increase, more and more local jurisdictions are expressing concern over prospective reductions in sales and use tax revenue. Sales and use tax applies to purchases transacted over the internet in the same manner as purchase orders placed by telephone or mail order, i.e., if the retailer has nexus to the State of California by virtue of a sales location or warehouse, the retailer must collect use tax when the goods are delivered to a location in the state. Local tax allocation policies differ slightly between sales and use tax.

### Sales Tax Allocation

When a business registers with the Board to obtain a seller's permit, an area code is assigned to identify the business location. Generally, the local sales tax is allocated to the assigned area code of the taxpayer's registered place of business. When a sale cannot be identified with a permanent place of business in this state, the local sales tax is allocated to the local jurisdictions through countywide or statewide pools. Accordingly, certain sellers are authorized to report their local sales tax either on a countywide or statewide basis. These may include auctioneers, construction contractors making sales of fixtures, catering trucks, itinerant vendors, vending machine operators, and other permit holders who operate in more than one local

jurisdiction, but are unable to readily allocate taxable transactions to particular jurisdictions. There are some exceptions for auctioneers and construction contractors in specific circumstances (see Exhibits B and C).

Effective January 1, 1999, Section 7205(b)(2) (place of sale of jet fuel) was added to the Revenue and Taxation Code. The new section provides that if the following conditions are met: (1) the principal negotiations for the sale are conducted in this state, and (2) the retailer has more than one place of business in the state, then the place of sale is deemed to be the point of delivery of that jet fuel to the aircraft. Under these conditions, the 1 percent local sales tax is allocated to the jurisdiction(s) that own and/or operate the airport where delivery of the jet fuel is made. In addition, Section 7204.03 further defines the allocation process with regard to airport ownership. (See Exhibit Z)

## Use Tax Allocation

As discussed in the previous section, use tax is imposed on the purchase for storage, use, or other consumption in this state of tangible personal property purchased from a retailer. Since use tax is not identified with a specific registered place of business, the tax generally is allocated to the local jurisdictions in the county of use through a countywide pool. Examples of taxpayers who report use tax allocated through the countywide pool include construction contractors who are consumers of materials used in the improvement of real property and whose job site is regarded as the place of business; out-of-state sellers who ship goods directly to consumers in the state from a stock of goods located outside the state; and California sellers who ship goods directly to consumers in the state from a stock of goods located outside the state. Local use tax reported on Line 2 of the sales and use tax return will be allocated according to the area code assigned for the local jurisdiction where the business is located.

## Leases

The use tax, rather than the sales tax, applies to leases of tangible personal property. Therefore, local tax on rental receipts should be allocated to the local taxing jurisdiction where the property is used. For taxpayers who maintain a single permanent place of business and make short-term leases of tangible personal property, the local use tax should be reported to the taxpayer's place of business. However, for other lessors, it may be extremely difficult or even impossible to determine the precise location where the property is actually used, due to the types and characteristics of property leased, and the lessors' method of record keeping. The following table shows the administrative guidelines that have been established to determine the allocation of local use tax on those leases.

Table 2

**Local Tax Allocation Guidelines for Leases**

<b>Lease Type and Place Negotiated</b>	<b>Allocation Guidelines</b>
Mobile Transportation Equipment (MTE)—Lease negotiated in-state	Local use tax allocated to place of business on Schedule C.
MTE—Lease negotiated out-of-state	Local use tax allocated on Schedule B opposite county of use.
General equipment—Lease negotiated in-state or out-of-state	Local use tax allocated on Schedule B opposite county of use.

## Long Term Leases of New Motor Vehicles

Effective January 1, 1996, Section 7205.1 was added to the Revenue and Taxation Code changing the local tax allocation with respect to long-term leases of new motor vehicles (except certain types of MTE), see Table 3 on the following page. A long-term lease is defined as four months or longer. The changes are summarized as follows:

- If the lessor is a California new motor vehicle dealer (defined in Section 426 of the Vehicle Code), the place of use for reporting the local use tax is the dealer's place of business.
- If the lessor is not a California new motor vehicle dealer, and purchases a *new* vehicle from a California new motor vehicle dealer, the place of use for reporting the local use tax is the business location of the dealer from whom the lessor purchases the vehicle.
- In the case of an out-of-state lessor who purchases a vehicle from an out-of-state source and arranges for a courtesy delivery by a California dealer, the local tax will be allocated as follows:
  - (1) If the vehicle is taken from the in-state dealer's resale inventory, the local tax should be allocated to the dealer's place of business.
  - (2) If the in-state dealer does not hold title to the vehicle, but merely serves to prepare the vehicle for delivery and process documentation, the local tax should be allocated to the lessee's jurisdiction via the countywide pool.
- Lessors required to allocate the local use tax to the location of the dealer will do so using Schedule F, which will be provided with their sales and use tax return.



- Lessors who are not California new motor vehicle dealers, or who do not purchase motor vehicles from California new motor vehicle dealers, shall continue to use Schedule B to allocate the local use tax due on long-term leases to the lessee's jurisdiction through the countywide pool.

Section 7205.1 was amended effective January 1, 1999 to clarify certain applications of the law. See Table 4 for a summary of the most recent local tax allocation guidelines for motor vehicle leases.

*Table 3*

**Local Tax Allocation for Motor Vehicle Leases,  
Effective January 1, 1996 – December 31, 1998**

Refer to AB 1946 (Ch. 140, Stats. 1998) for details regarding leases of used vehicles and leasing companies with annual lease receipts of \$15,000,000.00 or more per (sub) location. Changes are effective January 1, 1999.

Type of Lessor	Type of Transaction	For Leases Exceeding Four Months, Allocate One Percent Local Tax to:	For Leases Four Months or Less, Allocate One Percent Local Tax to:
California New Motor Vehicle Dealer/Lessor	Lease of new motor vehicle*	Dealer/Lessor's sales location	Dealer/Lessor's sales location
California Lessor (other than a new motor vehicle dealer):	Lease of a new motor vehicle* purchased from a California new motor vehicle dealer	California Dealer's sales location (Schedule F)	Lessor's sales location
	Lease of a new motor vehicle* purchased from someone other than a California new motor vehicle dealer (except light-duty pickups)	Lessee's place of registration (Schedule B)	Lessor's sales location
	All leases of used motor vehicles (except light-duty pickups)	Lessee's place of registration (Schedule B)	Lessor's sales location
	Lease of MTE except new light-duty pickups purchased from a California new motor vehicle dealer	Lessor's sales location	Lessor's sales location
Out-of-State Lessor:	Lease of a new motor vehicle* purchased from a California new motor vehicle dealer	California Dealer's sales location (Schedule F)	Lessee's place of registration (Schedule B)
	Lease of a new or used motor vehicle* and MTE purchased from someone other than a California new motor vehicle dealer	Lessee's place of registration (Schedule B)	Lessee's place of registration (Schedule B)

\* "Motor Vehicle" means any **new** passenger vehicle designed to carry no more than 10 persons, including the driver. The term also includes light-duty pick-up trucks (payload capacity under one ton).

Table 4

### Local Tax Allocation for Motor Vehicle Leases, Effective January 1, 1999

Refer to AB 1946 (Ch. 140, Stats. 1998) for details regarding leases of used vehicles and leasing companies with annual lease receipts of \$15,000,000.00 or more per (sub) location. Changes are effective January 1, 1999.

Type of Lessor	Type of Transaction	For Leases Exceeding Four Months, Allocate One Percent Local Tax to:	For Leases Four Months or Less, Allocate One Percent Local Tax to:
California New Motor Vehicle Dealer/Lessor	Lease of motor vehicle*	Dealer/Lessor's place of business	Dealer/Lessor's place of business
California "Leasing Company" (as defined)	Lease of motor vehicle*	Lessor's sales location	Lessor's sales location
California Lessor (other than a new motor vehicle dealer or "leasing company" as defined)	Lease of a motor vehicle* purchased from a California new motor vehicle dealer	California Dealer's place of business (Schedule F)	Lessor's sales location
	Lease of a motor vehicle* purchased from someone other than a California new motor vehicle dealer (except light-duty pickups)	Lessee's place of registration (Schedule B)	Lessor's sales location
	Lease of MTE except new light-duty pickups purchased from a California motor vehicle dealer	Lessor's sales location	Lessor's sales location
Out-of-State Lessor:	Lease of a motor vehicle* purchased from a California new motor vehicle dealer	California Dealer's sales location (Schedule F)	Lessee's place of registration (Schedule B)
	Lease of a motor vehicle* and MTE purchased from someone other than a California vehicle dealer	Lessee's place of registration (Schedule B)	Lessee's place of registration (Schedule B)

\* "Motor Vehicle" means any **new or used** passenger vehicle designed to carry no more than 10 persons, including the driver. The term also includes light-duty pick-up trucks (payload capacity under one ton).

Effective January 1, 1999, Section 7205.1 was amended to include leases of new **and used** motor vehicles in the allocation procedures. In addition, a new section was added with the following provisions:

- If the motor vehicle dealer/lessor originates lease contracts and does not sell or assign the lease contracts, and
- If the motor vehicle dealer/lessor has motor vehicle lease receipts of \$15,000,000 or more annually, for any business location, then
- The 1% local use tax due on motor vehicle lease receipts shall be allocated to the jurisdiction in which the leasing company has its place of business.

Effective January 1, 1998, Section 7051.3 was added to the Revenue and Taxation Code. This section created the “Use Tax Direct Payment Permit” which, under specified circumstances, may be issued by the Board to qualified taxpayers. Applicants must certify to the Board either of the following: (1) the applicant is the purchaser for its own use or is the lessee of tangible personal property at a cost of \$500,000 or more in the aggregate, during the calendar year immediately preceding the application for the permit; or (2) the applicant is a county, city, city and county, or redevelopment agency.

Holders of Use Tax Direct Payment Permits may issue a use tax direct payment exemption certificate to any registered retailer or seller and subsequently self-assess and report the use tax due on the purchase(s) for which the certificate was issued. The 1 percent local use tax will be reported and subsequently allocated to the jurisdiction in which the first “use” of the tangible personal property occurs, rather than through the countywide pooling process. Please note, this provision applies to use tax transactions only. Visit our website at [www.boe.ca.gov](http://www.boe.ca.gov) for the full text of the statute.

## Schedules Used For Reporting 1% Local Tax Allocation

### Allocations for Multiple Business Locations (Schedule C)

Taxpayers report the amount of local tax payable for each registered business location. When a taxpayer has retail outlets in more than one local jurisdiction, the Board issues an additional schedule (*Schedule C - Detailed Allocation by Sub-outlet of Uniform Local Sales and Use Tax*) with the sales and use tax return. Using this schedule, the taxpayer allocates the amount of 1 percent local tax generated at each location. The 1/4 percent county transportation portion of the local tax rate is allocated automatically by the Board based on the local tax allocation information provided by the taxpayer.

### Statewide or Countywide Pool Allocations (Schedule B)

Some taxpayers are authorized to report their local tax either on a statewide or countywide pool basis. These taxpayers are issued an additional schedule (*Schedule B - Detailed Allocation by County of 1 Percent Uniform Local Sales and Use Tax*) with their sales and use tax return. *Schedule B* lists each county within the state of California, and sales or use tax should be entered opposite the county of sale or use, as provided by statute or regulations. At the end of each reporting quarter, the countywide pool totals are prorated, first among the cities, redevelopment areas, and the unincorporated area of each county using the proportion that the identified tax for each city and unincorporated area of a county bears to the total identified for the county as a whole. Next, the combined total of the direct allocation and the prorated countywide pool amount is used to allocate the statewide pool amount to each city, redevelopment area, and county (see Exhibit Y).

## Revenue Sharing

### Sharing Local Tax From a Single Taxpayer

Revenue sharing between local jurisdictions may occur when a business that is located in one jurisdiction draws its customer base from a neighboring jurisdiction. The local jurisdictions involved may wish to split or share the revenues generated at this location. This process is governed by Article XIII, Section 29, of the State Constitution which states:

*(a) The Legislature may authorize counties, cities and counties, and cities to enter into contracts to apportion between them the revenue derived from any sales or use tax imposed by them which is collected for them by the State. Before any such contract becomes operative, it shall be authorized by a majority of those voting on the question in each jurisdiction at a general or direct primary election.*

*(b) Notwithstanding subdivision (a), on and after the operative date of this subdivision, counties, cities and counties, and cities may enter into contracts to apportion between them the revenue derived from any sales or use tax imposed by them pursuant to the Bradley-Burns Uniform Local Sales and Use Tax Law, or any successor provision, that is collected for them by the State, if the ordinance or resolution proposing each contract is approved by a two-thirds vote of the governing body of each jurisdiction that is a party to the contract.*

For further information regarding this process, please contact the Board's Local Revenue Allocation Section.

### Sharing One Percent Local Tax

A city's local tax rate may be imposed up to 1 percent. A city may adopt an ordinance to impose a local tax rate of less than 1 percent defaulting the balance of the 1 percent rate to the county in which the city is located. The city must enact an ordinance reducing the local sales and use tax rate by the amount which will be defaulted to the county. For example, City A, which is located in County B, currently receives 100 percent of the 1 percent local tax imposed in that city. The new ordinance states that City A will receive 95 percent of the local tax, and County B will receive 5 percent. In addition to a certified copy of the city's ordinance, the Board requires a copy of the county's ordinance or other confirming document.

## Administrative Charges and Costs

### Board of Equalization Administrative Charges

Legislation effective July 1, 1993, requires the Board to charge each city, city and county, county, redevelopment agency, and special taxing district for the services it

provides in administering the local entity's tax ordinance. The amount to be charged is determined by the Board with the concurrence of the Department of Finance based on the local entity's total computed cost, including direct, shared, and central agency costs. These costs are deducted from the quarterly allocation of taxes collected by the Board.

## Computation of Costs

When the amount of local tax collected for each jurisdiction has been computed, and the amounts for cities engaged in revenue sharing plans with their respective counties has been reduced accordingly, the state's administrative cost is deducted from each jurisdiction's total due.

In addition, 1998 legislation provides that beginning with fiscal year 1998-99, administrative costs charged to special taxing districts (transactions and use taxes) shall not exceed the lesser of the percentage the Board would have charged for the 1998-99 fiscal year or the following percentages of gross collections:

<b>District Tax Rate</b>	<b>Admin. Cost Limit</b>
1/2 percent (.005)	1.5 percent (.015)
1/4 percent (.0025)	3.0 percent (.03)
1/8 percent (.00125)	5.0 percent (.05)

For additional information regarding the computation of administrative costs, please contact the Board's Budget Section. Their telephone number can be found on the inside cover of this publication.

## Using Tax Area Codes to Distribute Local Taxes

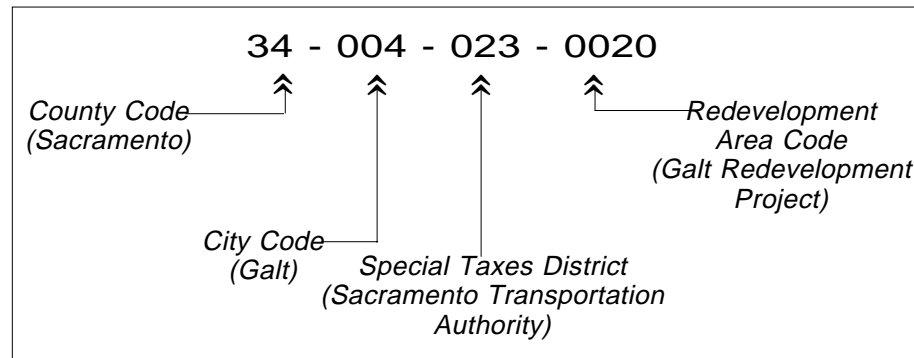
### Role of Tax Area Codes

Accurate tax area coding is critical to the allocation process because it is the basis for distributing tax revenue collected to the place of sale or use. Each city, city and county, county, special taxing district and redevelopment area is identified by the Board within a 12-digit area code assigned to the business address. Board area code specialists verify business addresses with maps provided by the cities and counties to ensure that proper tax area codes are assigned. Business addresses that cannot be properly identified by the use of available maps are researched further with the aid of property tax parcel maps and local jurisdiction representatives.

## Tax Area Code Structure

The area code identifies the county and city in which a business is located, as well as the special taxing district(s) and redevelopment area, if applicable. The following is an example of the 12-digit area code for the city of Galt:

*Example A*  
**Sample Area Code**



To avoid incorrect allocation of revenue, cities and counties should bring questionable area coding items to the Board's attention to establish a "date of knowledge" as soon as possible. Since the law prohibits redistribution of misallocated local funds beyond three quarterly periods preceding the date of knowledge of the misallocation, prompt notification is essential.

## Date of Knowledge for Redistribution of Local Sales and Use Tax

Section 7209 of the Bradley-Burns Uniform Local Sales and Use Tax Law provides as follows:

*The Board may redistribute tax, penalty and interest distributed to a county or city other than the county or city entitled thereto, but such redistribution shall not be made as to amounts originally distributed earlier than two quarterly periods prior to the quarterly period in which the Board obtains knowledge of the improper distribution.*

A date of knowledge of improper distribution can be established using either of the following two methods:

- The Board receives an inquiry from a local jurisdiction or its representative. The inquiry must include the following minimum factual information to be considered adequate to establish a date of knowledge: (1) the account number of the business being questioned, (2) the tax reporting period(s) involved, (3) the exact business location, (4) the specific types of transaction(s) involved. If all of the above information is provided, the date of knowledge is the date on which the inquiry is received by the Board.

- An employee of the Board discovers factual information sufficient to support the probability that an erroneous allocation of local tax may have occurred, and that allocation is questioned by the Board employee. A date of knowledge is established when the employee questions the allocation.

Local governments should maintain written evidence that notice of improper distribution was given to the Board. Accordingly, the Board recommends that inquiries into suspected improper distributions be mailed or faxed to its Allocation Group. Their address and telephone number can be found on the inside cover of this publication. If inquiries are made by telephone, adequate records of the conversation should be maintained, and written acknowledgment should be obtained from the Board.

When improper distributions are verified by the Board, redistributions may be processed for amounts originally distributed no more than two quarterly periods preceding the quarterly period in which the Board obtains a date of knowledge. Since local tax is generally distributed during the quarter following the period for which tax is reported, redistributions are usually processed for the three quarters immediately preceding the quarter in which the date of knowledge is acquired. For example, City A notifies the Board in a letter received on March 15, 1994, that Taxpayer X opened a business in that city in February 1993, but no tax has been allocated to that city from that taxpayer. The Board investigates the city's inquiry, finds that the city is correct, and that this taxpayer's local tax has been improperly allocated to City B. The investigation is completed on April 2, 1994. Although the verification is not made until the second quarterly period, the date of knowledge (March 15) is in the first quarterly period. Accordingly, the Board will redistribute (reallocate) the local tax from City B to City A for the second, third, and fourth quarters 1993. Although the business opened in the first quarter 1993, Section 7209 prohibits the reallocation of local tax for that period because the tax was distributed more than two quarters earlier.

*The Board understands that this is a complex area of the law and that you may have questions and comments. Please contact the Local Revenue Allocation Section if you wish to obtain more information.*

## District Transactions (Sales) and Use Taxes

### District Taxes

District taxes are additional transactions (sales) and use taxes imposed within special tax districts pursuant to the Transactions and Use Tax Law of the Revenue and Taxation Code. They are reported on *Schedule A - Computation Schedule for District Tax*. The words *transaction* and *transactions* as used in that law have the same meaning respectively as the words *sale* and *sales* in the Sales and Use Tax Law. Special district taxes are imposed through voter approval of ordinances adopted by the districts'

governing boards. Sections 7285 and 7285.5 of the Revenue and Taxation Code authorize counties to levy transactions and use taxes under specified conditions. There is no such authority for *cities* to impose these taxes. Any city desiring to impose a district tax must seek special enabling legislation from the State legislature.

The proceeds from district taxes may be used for transportation or other government services, but the intended use of the tax dollars must be specified in the ordinance submitted to the voters. Currently, district tax rates range from 0.125 percent (1/8 percent) to 0.5 percent (1/2 percent). Some cities and counties have more than one district resulting in a combined district tax rate of up to 1.25 percent.

## Administrative Differences Between Local Sales and Use Tax and Transactions and Use Tax

There are two major distinguishing differences between local sales and use tax and the transactions and use tax laws.

### **Date of Knowledge**

The Bradley-Burns Uniform Local Sales and Use Tax Law provides that redistribution of tax, penalty and interest distributed to a county or city other than the county or city entitled thereto shall not be made earlier than two quarterly periods prior to the quarterly period in which the Board obtains knowledge of the improper distribution. The Transactions and Use Tax Law contains no such statutory limitation regarding redistribution of funds.

### **Place of Sale**

Under the Bradley-Burns Uniform Local Sales and Use Tax Law, most retail sales are deemed to occur at the retailer's place of business in this state. (Exceptions may include certain auctioneers, vending machine operators, and construction contractors). If the retailer has more than one place of business in this state, the sale is deemed to occur at the location where the principal negotiations take place. Generally, the 1 percent local sales tax portion of the statewide 7.25 percent sales and use tax is allocated to the jurisdiction where the retailer's place of business is located, and the local use tax is allocated to the county where the property is used (see Exhibit A).

For purposes of distributing the district tax, the tax generally follows the merchandise. That is, the tax is distributed to the district where the goods are delivered (and presumably used). District tax distributions are, therefore, affected by the definition of *place of sale*, which relies on the following factors that also determine if district tax is applicable. If the conditions in (a) are not met, the retailer should look at (b) to see if he/she must collect and report the use tax.

#### *a. Transactions (sales) Tax*

- The retailer has a business location in the district and the sale and delivery occur at that location.



*b. District Use Tax*

- The retailer is engaged in business in the district.
- The retailer has any kind of representative operating in the district for purposes of making sales or deliveries, or taking orders.
- The retailer derives rentals from a lease of tangible personal property in the district.
- The retailer sells or leases vehicles, undocumented vessels, or aircraft that will be registered in the district.

## Differences in the Application of Local Sales and Use Tax v. Transactions and Use Tax

Occasionally, representatives of local jurisdictions attempt to draw a correlation between local sales and use tax and transactions and use tax collected in their city and/or county. Since the factors determining whether a transaction is subject to local sales and use tax differ from those that indicate whether the same transaction is subject to transactions and use tax, it is not always possible to establish a direct correlation between the two. The following illustrates the taxability of some sample transactions.

- If a seller has a place of business in the city of Sacramento, which is in the Sacramento Transportation Authority (STAT) district, and makes over-the-counter sales, the seller is liable for STAT (district) transactions tax, and local sales tax is allocated to place of business (Sacramento).
- If an in-state seller is located outside the STAT district (in Vallejo, for example) but has agents in the district who make sales to customers in the district, the seller must report the STAT district use tax. Local sales tax is allocated to seller's in-state location (Vallejo).
- If a seller has no in-state location and no in-state inventory of goods, but sales personnel call on customers in the STAT district, the seller is liable for STAT (district) use tax. The local use tax is allocated through countywide pool to local jurisdictions in the county of delivery.
- If a seller has a place of business in the city of Sacramento, which is in the STAT district, but ships property pursuant to a contract of sale to a purchaser in Yolo County, which has no district tax, the seller is not liable for any district tax, and local sales tax is allocated to the city of Sacramento.
- If a seller has a place of business in the city of Sacramento, which is in STAT district, but ships property via common carrier pursuant to a contract of sale to a purchaser in the city of Fresno which is in the Fresno County Transportation Authority (FCTA) district, the seller is not considered to be "engaged in business" in FCTA, and is not liable for any district tax. The local sales tax is allocated to the city of Sacramento.

For additional information regarding district taxes, see Publication No. 44 *Tax Tips for District Taxes*, which can be requested from your local Board office or by calling our Information Center at 1-800-400-7115.

## Method of Payment

### Method of Computing Local Tax Payments

To maintain a reliable and steady cash flow to the cities, counties, and special districts, the Board distributes quarterly tax revenues using the following method:

Using the prior year's like quarterly tax allocation as a starting point, we first eliminate nonrecurring transactions such as fund transfers, audit payments and refunds, and then adjust for growth, in order to establish the estimated base amount. The Board disburses 90 percent to each local jurisdiction in three monthly installments (advances) prior to the final computation of the quarter's actual receipts. Ten percent is withheld as a reserve against unexpected occurrences that can affect tax collections (e.g., earthquake, fire or other natural disaster) or distributions of revenue such as unusually large refunds or negative fund transfers. The first and second advances each represent 30 percent of the 90 percent distribution, while the third advance represents 40 percent. One advance payment is made each month, and the quarterly reconciliation payment (clean-up) is distributed in conjunction with the first advance for the subsequent quarter. Statements showing total collections, administrative costs, prior advances and the current advance are provided with each quarterly clean-up payment.

A worksheet for computing a local jurisdiction's quarterly advance, (*Quarterly Advance Worksheet*), is included at the back of this publication (see Exhibit D).

### Report Early on Significant Business Changes

To ensure that advances reflect actual activities as closely as possible, local jurisdictions should advise the Board's Local Revenue Allocation Section of any new retailers or shopping malls opening that may significantly impact the advances. Similarly, the closing (or relocation to another jurisdiction) of any large retailer should be brought to our attention to avoid overpayment of advances.

## Understanding the Board's Local Tax Allocation Calendar

### Annual Local Tax Allocation Calendar

Each year we distribute a *Local Tax Allocation Calendar* to local jurisdictions, including special tax districts, for their reference (Exhibit E). The following is an example of that calendar. An explanation of each column of information is provided in the sections below.

Table 5

**Example of the Local Tax Allocation Calendar**

Reporting Period & Due Date	Monthly Allocation Period	Allocation Periods for Advances	Allocation Periods for Clean-up	Statement Release Date	Warrant Issue Date
APRIL 2000 5-31-00	5-12-00 6-13-00	6-14-00 7-14-00		7-5-00	7-14-00
MAY 2000 6-30-00	6-14-00 7-14-00	7-15-00 8-11-00		8-7-00	8-16-00
JUNE, FISCAL 2ND QTR 2000 7-31-00	7-15-00 8-11-00	8-12-00 9-14-00	5-12-00 8-11-00	9-13-00	9-22-00

### Reporting Period and Due Date

Generally, sales and use tax is reported on a monthly, calendar quarterly, calendar yearly, or fiscal yearly basis. Although some taxpayers have received authorization to report their taxes on an irregular quarterly reporting period to accommodate their accounting cycle, the following explanation is restricted to taxpayers filing on regular reporting periods.

Monthly reporting periods are self-explanatory. Yearly reporting periods may be based on the calendar year (January 1 through December 31) or fiscal year (July 1 through June 30). Quarterly periods cover the following dates:

- 1st quarter - January 1 through March 31
- 2nd quarter - April 1 through June 30
- 3rd quarter - July 1 through September 30
- 4th quarter - October 1 through December 31

*Monthly tax returns* must be filed (postmarked) on or before the last day of the month following the month for which the tax is due. For example, tax returns for the month of May must be filed on or before June 30.

*Quarterly tax returns* must be filed (postmarked) on or before the last day of the month next succeeding each quarterly period. For example, tax returns for the first quarter (January through March) must be filed on or before April 30.

*Yearly tax returns* must be filed (postmarked) on or before the last day of the month following the end of the year for which the tax is due. For taxpayers whose reporting year ends December 31, the return should be filed on or before January 31 of the following year. Taxpayers reporting on a fiscal year basis (fiscal year ending June 30) should file their returns on or before the last day of the month following the close of the fiscal year, July 31.

**Note:** Return filing due dates that fall on weekends or state holidays automatically will be extended to the next business day. The majority of the largest tax-reporting businesses are located out of state; consequently, tax returns from these taxpayers, even though postmarked by the filing date, often do not reach the Board's Sacramento headquarters until five to seven calendar days from mailing.

Monthly prepayments are generally required by law to be made by taxpayers whose estimated taxable measure averages \$17,000 or more per month. For local tax purposes however, prepayments cannot be allocated until the quarterly return is filed since the return contains the specific allocation information.

## Monthly Allocation Periods

In an effort to provide adequate time for manual adjustments to tax returns by Board staff and still process the returns as expeditiously as possible, monthly allocation periods have been assigned that roughly correspond to the mid-month points for each monthly reporting period. In this manner, the Board can promptly allocate local tax reported on returns that are received up to two weeks before the due date as well as those that are received up to two weeks beyond the due date. This means, for instance, that the allocation period for returns due on or before June 30 is June 14 through July 14. This method is used for monthly allocations only.

## Allocation Period for Advances

The Board is required by statute to distribute sales and use tax revenues to local jurisdictions at least twice in each calendar quarter. However, in order to ensure a steady cash flow to local governments, the Board makes every effort to distribute these funds on a monthly basis using the "advance" method of payments described in the section *Method of Payment*. Advances are distributed to local jurisdictions and special tax districts based on periods identical to Monthly Allocation Periods (see the previous page).

In the sample calendar on page 15, the date 8-16-00 in the column labeled "Warrant Issue Date" corresponds to the "Allocation Periods for Advances" column date 7-15-00 to 8-11-00. This means that the advance payment distributed to local jurisdictions and special districts on August 16, 2000, represents the (estimated) tax revenues collected for the return month of May (returns due on or before June 30, 2000).

## Allocation Periods for Clean-up

As discussed in the section *Method of Computing Local Tax Payments*, the clean-up payment is the reconciliation between the total of the three advance payments and the actual collections (less the administrative fee) for any given quarterly return period. Accordingly, the column labeled “Allocation Periods for Clean-up” displays a full quarterly (three-month) time span. The dates representing the quarterly clean-up period correspond to the monthly dates for the months occurring in that quarter.

## Statement Release Date

This date represents the date on which information regarding advance and/or clean-up payments should be available. Local jurisdictions and special tax districts desiring to contact the Board’s Local Revenue Allocation Section by telephone to receive advance notice of exact amounts to be distributed on the Warrant Mailing Date may do so after this date. In addition, this information is posted on the Board’s web site on the same date.

## Warrant Issue Date

On this date, warrants for advances and/or clean-up payments are mailed by the State Controller’s Office or received in person by local bank representatives for deposit under the State Controller’s Same-Day Banking program. For information regarding enrollment in the Same-Day Banking program, please contact the State Controller’s Office at the address and telephone number listed at the end of this publication.

# Using Registration Data to Ensure Correct Allocation

## Use of Registration Data Provided by the Board

When a city, city and county, or county contracts for state administration of local sales and use tax, the Board creates for that jurisdiction a deck of 3" x 5" registration data cards listing every place of business within the local jurisdiction (Exhibit G). Upon request, and every month thereafter, each jurisdiction may receive registration updates for any additions, deletions, address changes, and other changes processed by the Board. This information is also available upon request on floppy disk, CD-ROM and magnetic tape (see Exhibit F, *Media Registration* form).

## Verifying Tax Area Codes

Local jurisdictions should use the registration data to verify the accuracy of tax area codes assigned to each account since an incorrect area code results in the misallocation of the local tax generated by that account. If errors are noted, the

Board's nearest district office (telephone numbers are listed in the telephone book white pages) should be notified. Their staff is authorized to make the appropriate corrections after reviewing the taxpayer's file.

Cities and counties that have street range listings for their jurisdictions can assist the Board by providing that information to the Local Revenue Allocation Section. This information can be used to identify jurisdictions for the business locations in order to assign the correct tax area codes. It is particularly helpful for jurisdictions that have streets crossing boundaries with neighboring jurisdictions or for streets that form jurisdictional borders.

## Identifying Unregistered or Unlicensed Businesses

Cities and counties are encouraged to compare their business license records with Board registration records to determine if businesses located within their boundaries are registered with the Board and operating with the appropriate local business licenses. It is important to note that seller's permits contain the following information:

- Taxpayer's name (and dba, if applicable)
- Business address
- Permit (account) number

Permits do not include local jurisdiction tax area code information, and in many cases, business address information can be misleading. For example, a business address may indicate a postal delivery location in the city of San Diego, however the actual location may be outside the city limits. The fact that the 1 percent local tax would correctly be allocated to the unincorporated area of the County of San Diego is not discernible from the address only.

Local tax allocation information is included on the Board's application for a seller's permit, as well as the taxpayer's sales and use tax return. Local jurisdictions may request copies of these documents from the taxpayer when registering them for a new business license to ensure correct local tax allocation. Local jurisdictions should notify their local Board District Office regarding businesses (potential taxpayers) operating without a state seller's permit so that the Board can register them and subsequently provide the local jurisdictions with the local tax revenue to which they are entitled. When notifying the Board of suspected problems, cities and counties should first ascertain if:

- The business is operating from a location within the city limits or unincorporated area of the county; and/or
- The business is making sales of tangible personal property that are subject to sales/use tax

In addition, it is helpful if the name, telephone number, and mailing address of the business's contact person is provided to the Board for follow-up procedures.

## Temporary Sellers, Special Events, Trade Shows

Temporary sellers' permits are generally issued to selling operations of a temporary nature, i.e., lasting no more than 30 days at one location. Examples of such operations include rummage sales, Christmas tree lots, and fireworks stands. While these sellers are not required to hold a permanent seller's permit, they are required to hold a temporary permit so as to collect and pay the appropriate sales and use tax. Local jurisdictions should monitor these activities closely to ensure proper reporting of state and local taxes.

Sellers who are registered with permanent places of business occasionally occupy temporary locations in other jurisdictions. For example, a new car dealership registered in one city may participate in a multi-dealer sales event at an offsite location in another city, e.g., a "Parking-Lot Sale". The local sales tax generated at the temporary location should be allocated to the jurisdiction where the event occurs. The temporary location should be added to the taxpayer's Schedule C, or if a Schedule C is not issued with the taxpayer's sales and use tax return, a Form BOE-530-B (Temporary Schedule C) should be used. This form can be obtained from your local Board district office, or by contacting the Customer and Taxpayer Services Division at 1-800-400-7115.

Other special events include swap-meets, fairs, flea-markets and like activities where sales of tangible personal property occur. Operators of special events are required to verify that each seller-participant is the holder of a valid seller's permit, or obtain a written statement from the seller that he or she is not selling any item that is taxable. Local jurisdictions should verify that the local tax derived at these events is properly reported.

Out-of-state retailers who participate in conventions and trade shows are not required to collect use tax on sales made subsequent to the event if the following conditions are met: (1) in-state convention and trade show participation does not exceed seven days in a 12-month period, and (2) the seller does not derive more than \$10,000 of gross income from event activities. Please note however, all sales occurring **at** the event are subject to the use tax when the sale of tangible personal property is made pursuant to an order taken at or during the event and the goods are shipped to the customer from an out-of-state inventory.

### Notifying New Businesses of Seller's Permit Requirements

Cities and counties can also assist in bringing businesses under permit at an early date by notifying business license applicants that their business activities may require them to hold a seller's permit. Such notification can be accomplished in several ways. For example, a notice may be added to the application for a business license, or a copy of the Board's publication 107, "Do You Need a Seller's Permit?" (see Exhibit H) may

be distributed to applicants. Copies of publication 107 may be obtained by visiting the Board's website and selecting "Sales and Use Tax Publications" or by contacting the Board's Information Center at 1-800-400-7115. If a notice is added to the application for business license, the law requires that the following language be used:

*Sales or use tax may apply to your business activities. You may seek written advice regarding the application of tax to your particular business by writing to the nearest Board of Equalization office.*

## Use of Allocation Data

In addition to the registration data provided by the Board, local jurisdictions may also request a list of the local tax dollars distributed to the jurisdiction from taxpayers' returns. They may also request allocation data relating to the countywide and statewide pools for their county. If they do so, it is recommended that they also order registration data for purposes of cross-referencing unfamiliar account numbers. Local jurisdictions typically monitor this data for questionable tax allocations, unusual dollar amounts, or missing allocations or fund transfers. It is also useful as a budgeting tool.

The "Top-25" list is another type of allocation report available from the Board. This report lists, in alphabetical order by business name, the top 25 retailers with ongoing business activities located within the jurisdictions. You can request it from the Local Revenue Allocation Section.

## Access to Board Records

### Procedure to Obtain Access to Board Records

Section 7056 of the Revenue and Taxation Code provides that any county, city and county, city or district wishing to examine the Board's records to verify that transactions subject to sales or transactions and use tax have been reported properly, must adopt a resolution authorizing one (or more) of its officials, employees, or other designated person to examine the appropriate sales or transactions and use tax records of the Board. (Please refer to Exhibits I and J for sample resolutions.) Special taxing districts may adopt a similar resolution for their purposes.

### Confidentiality of Records

Local officials allowed access to confidential Board records should note that the use of such information is limited to the governmental purposes set forth in the resolution and is not subject to release in public meetings or other such forums. (See Exhibit K for the full text of Sections 7056 and 7056.5.)



## Sales & Use Tax Registration & Allocation Information

As discussed in the previous section, any local jurisdiction desiring to receive confidential registration and/or allocation information from the Board must adopt a resolution pursuant to Section 7056 of the Revenue and Taxation Code. Currently, the Board provides registration and allocation information upon request from cities and counties. This data is available in a variety of media formats including microfiche, floppy diskette, magnetic tape, cartridge, CD-ROM, and paper. In addition, allocation information is available to transactions and use tax districts; however, registration files for districts do not exist. There is no charge for this service except for the cost of magnetic tape (\$13.00 per tape).

### Registration

A *Start up Deck* of 3" x 5" cards lists all active businesses (including sub-locations and recent close-outs) in the jurisdiction. Delivery is in two to three weeks from the date the request is received. Start-up decks are available at no charge to the requesting jurisdiction once per 12-month period. For information regarding fees for additional start-up decks, please contact the Local Revenue Allocation Section.

*Monthly Updates* consist of the registration changes for a jurisdiction processed by the Board during the preceding month. Each jurisdiction is expected to maintain its own registration database to monitor its local tax allocation. Delivery begins the month after the request is received. Redevelopment Project (In-Lieu) permits are included in the appropriate city's monthly updates and are listed separately at the end of the file by redevelopment project area code.

### Allocation

*Allocation History*, which lists local tax revenue distributions by month, is available for a maximum of 18 months. Delivery is four to six weeks after a request is received.

*Monthly Allocation* consists of local tax distributions by jurisdiction during each month. Delivery begins the month after a request is received.

The table on the following page describes, by media, the types of information available to local jurisdictions.

### How to Order

Registration and Allocation Media can be ordered by completing the Registration/Allocation Media Request form, Exhibit F, and returning it to the Board's Local Revenue Allocation Section. In order to receive allocation and/or registration media, the local jurisdiction must have a resolution on file with the Board, authorizing an official, employee, or other designated person to examine the appropriate sales or transactions and use tax records.

Exhibits G, M, N, O, P, Q, and R may be helpful in interpreting the information found on registration and allocation media.

Table 6

## ALLOCATION & REGISTRATION INFORMATION CURRENTLY AVAILABLE IN MEDIA FORMAT

MAGNETIC TAPE SPECIFICATIONS	
1) Recording Mode	9 tracks, recorded in EBCDIC
2) Density (BPI)	1600 bpi or 6250 bpi
3) Parity	Odd
4) Internal Labels	Standard ANSI Label
5) Data Representation	ALL data will be in display format
6) <b>Record Size/Layout</b>	
• Registration Data	380 Characters
• Allocation Data	175 Characters
7) Block size	
• Registration	20 records
• Allocation	40 records
8) Cost to local jurisdiction	\$13.00 per tape (plus shipping & tax)
CARTRIDGE SPECIFICATIONS	
1) Recording Mode	18 track/3490, recorded in EBCDIC
2) Density (BPI)	38,000 bpi
3) Parity	Odd
4) Internal Labels	Standard ANSI Label
5) Data Representation	ALL data will be in display format
6) <b>Record Size/Layout</b>	
• Registration Data	380 Characters
• Allocation Data	175 Characters
7) Block size	
• Registration	20 records
• Allocation	40 records
8) Cost to local jurisdiction	None (subject to change)
PAPER	
1) Registration Data	3" x 5" buff-colored cards
2) Allocation Data	Standard 8½" x 11" sheets
3) Cost to local jurisdiction	None
MICROFICHE	
1) Registration Data	NOT AVAILABLE
2) Allocation Data	Standard 4" x 5¾" fiche
3) Format	Same as paper format
4) Cost to local jurisdiction	None
FLOPPY DISKETTE SPECIFICATIONS	
1) Format	3½" diskette
2) Recording Mode	MS/DOS Format
3) Density (BPI)	1.44 MB
4) Data Format	ASCII text file (ASCII character codes 32-126) with no field delimiters or field separators. Each line ends with a carriage return and line feed. All decimal points are explicit. Numeric fields are zero-filled. Alpha-numeric fields are space-filled.
5) File Name	Prefix of 1 to 8 characters, a period, and the extension <b>TXT</b> .
6) Internal Label	None
7) External Label	Contains jurisdiction name, density, data type(s), and date.
8) <b>Record Size/Layout</b>	
• Registration Data	380 Characters
• Allocation Data	175 Characters
9) Cost to local jurisdiction	None
CD-ROM SPECIFICATIONS	
1) Recording Mode	MS/DOS Format
2) Density (BPI)	640 MB
3) Internal Label	None
4) External Label	Date created, jurisdiction number and name, indicator of registration and/or allocation files, allocation period.
5) <b>Record Size/Layout</b>	
• Registration Data	380 Characters
• Allocation Data	175 Characters
6) File Name	Prefix of 1 to 8 characters, a period, and the extension <b>TXT</b> .
7) Data Format	ASCII text file (ASCII character codes 32-126) with no field delimiters or field separators. Each line ends with a carriage return and line feed. All decimal points are explicit. Numeric fields are zero filled. Alpha numeric fields are space filled.
8) Cost to local jurisdiction	None (subject to change)

## BOE Offices Administering Local Taxes

### The Allocation Group

The Allocation Group is a unit of the Sales and Use Tax Department's Headquarter's Operations Division. Staff review and process local tax recommendations made by field audit staff. This may include reallocation of 1 percent local taxes between jurisdictions within the time permitted by the statute of limitations. In addition, the Allocation Group is responsible for processing written inquiries from local jurisdictions and/or their representatives regarding questionable or disputed local tax allocations.

The Allocation Group may be contacted by writing

Board of Equalization  
Allocation Group, MIC:39  
450 N Street  
P.O. Box 942879  
Sacramento, CA 94279-0039

They may also be contacted by telephone at (916) 324-1051 or by FAX at (916) 445-2249.

### The Local Revenue Allocation Section

The Local Revenue Allocation Section (formerly Local Tax Section) is responsible for the initial allocation and distribution of all local taxes including those reported on sales and use tax returns, audit findings, and accounts receivable. This includes the distribution of transactions and use (district) taxes. Questions regarding monthly advances, quarterly clean-up payments, local tax laws and regulations, and media requests (among others) may be directed to this section. The Local Revenue Allocation Section may be contacted by writing

Board of Equalization  
Local Revenue Allocation Section, MIC:27  
450 N Street  
P.O. Box 942879  
Sacramento, CA 94279-0027

They may also be contacted by telephone at (916) 324-3000 or by FAX at (916) 324-3001.

## Questioning Local Tax Allocations

### Submitting Inquiries

The Board has established procedures for receiving, acknowledging, and processing inquiries from local jurisdictions and their consultants (IJC) regarding local tax allocations.

Inquiries should be submitted in writing on form BOE-549-L or BOE-549-S (see Exhibits M and L) to:

Board of Equalization  
Allocation Group, MIC:39  
450 N Street  
P.O. Box 942879  
Sacramento, CA 94279-0039

Inquiries may also be submitted by FAX at (916) 322-8834.

### Acknowledgment of Inquiry/Date of Knowledge

Inquiries will be acknowledged within 30 calendar days of receipt by the Board. If the inquiry contains sufficient data to indicate the probability of a misallocation, it will be accepted for investigation, and the date of knowledge will be the date the inquiry was received by the Board.

If the inquiry does not provide adequate data *and* if the IJC has made a good faith effort to obtain sufficient facts but has been unable to do so, the IJC should include a letter with the inquiry setting forth what it has done to obtain those facts. If such a letter is provided, the Board may use the date the inquiry was received as the date of knowledge. However, if the inquiry does not contain sufficient facts and is not supported by a letter, the inquiry will be returned to the IJC with a letter of explanation.

### Staff Review

Inquiries accepted for investigation will be assigned to an auditor who will attempt to resolve all inquiries through correspondence with the taxpayer(s). If the auditor is unsuccessful in obtaining the needed information, the inquiry may be referred to the appropriate district office for action. A copy of any correspondence will be sent to the IJC.

### Notification of Results

Upon completion of the staff review process, the inquiring entity will be notified of the results in one of two ways.

**Approved Reallocations**

If the investigation confirms a misallocation, and the recommended reallocation is less than \$5,000, a fund transfer will be processed.

If the investigation confirms a misallocation, and the recommended reallocation is greater than \$5,000, the recommendation must be approved by the appropriate level supervisor before the fund transfer can be processed.

**Denied Reallocations**

If the investigation does not confirm that a misallocation occurred, the request for reallocation will be denied. In this case, the auditor's supervisor will review the recommendation. If the supervisor upholds the denial, the IJC may ask that the denial be reviewed at subsequent stages by the Local Tax Hearing Auditor or a Board Management Team consisting of the Executive Director, Chief Counsel, Assistant Chief Counsel for Sales and Use Taxes, and the Deputy Director of the Sales and Use Tax Department. If the Management Team upholds the denial, the IJC may also ask the Members of the Board to review the request.

For each stage of the review process in which the denial of reallocation is upheld, the IJC will be notified in writing that their request has been denied and that they have 30 days from the date of the written denial to request a meeting with the next level reviewer.

The above appeals procedures apply only to requests regarding reallocation of Bradley-Burns local tax revenues. There are no formal procedures regarding requests for redistribution of district tax revenues. The Board does, however, generally follow these appeals procedures when reviewing such requests. Please note, there is no statutory limitation restricting the periods for which district tax redistributions may be made. Accordingly, they are limited solely by the statute of limitations applicable to sales and use tax returns –generally, three years.

## Appeal Rights of Jurisdictions that Will Lose Revenue as the Result of a Reallocation

If the Board's reallocation of local tax will result in a loss of 5 percent of a jurisdiction's quarterly allocation, or \$50,000, whichever is less, the losing jurisdiction will be informed of the pending action and, if so requested, allowed 30 days to request a meeting with the section supervisor.

The losing jurisdiction may follow the same appeals procedure as described above for denied reallocations.

If the reallocation of local or district tax exceeds 10 percent of a jurisdiction's average quarterly tax distribution, the losing jurisdiction may request "mitigation" of the proposed reallocation. Mitigation (the reallocation of local or district tax on an installment basis) is subject to the acceptance of the receiving jurisdiction(s). Generally, the mitigation plan should not exceed eight calendar quarters, and the installment amounts should be approximately 5 percent of the losing jurisdiction's average quarterly tax distribution.

## New Local Jurisdictions

### Creation of New Cities (Incorporation)

A community wishing to incorporate and become a city will work closely with its county's Local Agency Formation Commission (LAFCO). LAFCO should notify the Board's Local Revenue Allocation Section (LRAS) of pending plans for incorporation. LRAS staff will provide guidance in areas such as confirming city boundaries, establishing tax area codes, and executing legal documents required for the Board to administer the local sales and use tax.

### Creation of New Special Districts

Section 7285 of the Revenue and Taxation Code provides blanket authority for counties to levy **general purpose** transactions and use taxes within specified limitations. Section 7285.5 authorizes counties to establish separate authorities for special purposes. Authorities created under this section may levy transactions and use taxes for special purposes within specified limitations.

**Cities** have no existing statutory authority to levy transactions and use taxes. Consequently, they must seek special enabling legislation in order to impose such a tax.

All new district taxes, whether imposed by counties, special authorities, or cities, must be approved by the voters within the particular jurisdiction.

For additional information on creation of new cities and imposition of new transactions and use taxes, please contact the appropriate staff listed on page 66.

## Annexation Procedures

### Boundary Changes

In each county, the Local Agency Formation Commission (LAFCO) has the responsibility to file a statement whenever there is a change in boundaries of a city or special district. The statement shall be in the form required by the Board (see Exhibit R) and should include (1) a certified copy of the ordinance or resolution ordering the change in boundary; and (2) a legal description and a map or plat, both describing the boundary changes. The last day for cities or special tax districts to file specified statements informing the Board and the various assessors' officers of boundary changes is December 1.

Local jurisdictions are required by statute to reimburse the Board for the cost of maintaining current boundaries on the tax-rate area maps. See Exhibits S, T, and U for complete instructions and fee schedules related to boundary changes.

## Organization or Reorganization of City Boundaries

For changes of organization or reorganization, which include the incorporation of, annexation to, or detachment from a city, the statement shall also include the estimated population of the affected territory, and include a map showing limited addresses on streets within the affected territory. The Board requires a complete alphabetical list of all streets within the affected area, to include beginning and ending street numbers. This information is essential to identify businesses which must be changed in the Board's records. Since businesses may be operated from homes in residential areas, it is important that all residential as well as commercial streets be included on the list.

## Annexation of Undeveloped Areas

If the annexed area is undeveloped, the foregoing information about street names and numbers should be furnished to the Local Revenue Allocation Section as soon as it becomes available. Also, information should be provided about any new streets or extensions opened in other parts of the city, any changes in city street names, any renumbering of streets that bring numbers within the city that were formerly outside or vice versa, and/or any changes in postal addresses from route and box numbers to city street numbers. Receipt of this information will help ensure that your city receives credit for local sales and use taxes collected from all sellers whose places of business are within the city limits.

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State of California

## BOARD OF EQUALIZATION

## UNIFORM LOCAL SALES AND USE TAX REGULATIONS

**Regulation 1802. PLACE OF SALE AND USE FOR PURPOSES OF BRADLEY-BURNS  
UNIFORM LOCAL SALES AND USE TAXES.**

*Reference:* Sections 6012.6, 6015, 6359, 6359.45 and 7205, Revenue and Taxation Code.

**(a) IN GENERAL.**

(1) **RETAILERS HAVING ONE PLACE OF BUSINESS.** For the purposes of the Bradley-Burns Uniform Local Sales and Use Tax Law, if a retailer has only one place of business in this state, all California retail sales of that retailer occur at that place of business unless the tangible personal property sold is delivered by the retailer or his or her agent to an out-of-state destination, or to a common carrier for delivery to an out-of-state destination.

(2) **RETAILERS HAVING MORE THAN ONE PLACE OF BUSINESS.** If a retailer has more than one place of business in this state which participates in the sale, the sale occurs at the place of business where the principal negotiations are carried on. If this place is the place where the order is taken, it is immaterial that the order must be forwarded elsewhere for acceptance, approval of credit, shipment, or billing. For the purposes of this regulation, an employee's activities will be attributed to the place of business out of which he or she works.

(3) **PLACE OF PASSAGE OF TITLE IMMATERIAL.** If title to the tangible personal property sold passes to the purchaser in California, it is immaterial that title passes to the purchaser at a place outside of the local taxing jurisdiction in which the retailer's place of business is located, or that the property sold is never within the local taxing jurisdiction in which the retailer's place of business is located.

**(b) PLACE OF SALE IN SPECIFIC INSTANCES.**

(1) **VENDING MACHINE OPERATORS.** The place of sale is the place at which the vending machine is located. If an operator purchases property under a resale certificate or from an out-of-state seller without payment of tax and the operator is the consumer of the property, for purposes of the use tax, the use occurs at the place where the vending machine is located.

(2) **ITINERANT MERCHANTS.** The place of sale with respect to sales made by sellers who have no permanent place of business, and who sell from door to door for their own account shall be deemed to be in the county in which is located the seller's permanent address as shown on the seller's permit issued to him or her. If this address is in a county imposing sales and use taxes, sales tax applies with respect to all sales unless otherwise exempt. If this address is not in a county imposing sales and use taxes, he or she must collect the use tax with respect to property sold and delivered or shipped to customers located in a county imposing sales and use taxes.

(3) **RETAILERS UNDER SECTION 6015.** Persons regarded by the Board as retailers under section 6015(b) of the Revenue and Taxation Code are regarded as selling tangible personal property through salespersons, representatives, peddlers, canvassers or agents who operate under or obtain the property from them. The place of sale shall be deemed to be:

**A.** the business location of the retailer if the retailer has only one place of business in this state, exclusive of any door-to-door solicitations of orders, or

**B.** the business location of the retailer where the principal negotiations are carried on, exclusive of any door-to-door solicitations of orders, if more than one in-state place of business of the retailer participates in the sale.

The amendments to paragraph (b)(3) apply only to transactions entered into on or after July 1, 1990.

(4) **AUCTIONEERS.** The place of sale by an auctioneer is the place at which the auction is held. Operative July 1, 1996, auctioneers shall report local sales tax revenue to the participating jurisdiction (as defined in subdivision (c) below) in which the sales take place, with respect to auction events which result in taxable sales in an aggregate amount of \$500,000 or more.

(5) OUT-OF-STATE RETAILERS WHO MAINTAIN A STOCK OF TANGIBLE PERSONAL PROPERTY IN CALIFORNIA. Operative October 1, 1993, if an out-of-state retailer does not have a permanent place of business in this state other than a stock of tangible personal property, the place of sale is the city, county, or city and county from which delivery or shipment is made. Local tax collected by the Board for such sales will be distributed to that city, county, or city and county.

(6) FACTORY-BUILT SCHOOL BUILDINGS. The place of sale or purchase of a factory-built school building (relocatable classroom) as defined in paragraph (c)(4)(B) of Regulation 1521 (18 CCR 1521), Construction Contractors, is the place of business of the retailer of the factory-built school building regardless of whether sale of the building includes installation or whether the building is placed upon a permanent foundation.

### **(c) ALLOCATION OF SALES TAX AND APPLICATION OF USE TAX.**

Local sales tax is allocated to the place where the sale is deemed to take place under the above rules. The local use tax ordinance of the jurisdiction where the property at issue is put to its first functional use applies to such use. As used in this subdivision, the term "participating jurisdiction" means any city, city and county, or county which has entered into a contract with the Board for administration of that entity's local sales and use tax.

### **APPLICATION OF USE TAX GENERALLY.**

(1) When the order for the property is sent by the purchaser directly to the retailer at an out-of-state location and the property is shipped directly to the purchaser in this state from a point outside this state, the transaction is subject to the local use tax ordinance of the participating jurisdiction where the first functional use is made. Operative July 1, 1996, for transactions of \$500,000 or more, except with respect to persons who register with the Board to collect use tax under Regulation 1684(b) (18 CCR 1684), the seller shall report the local use tax revenues derived therefrom directly to such participating jurisdiction.

(2) Operative July 1, 1996, if a person who is required to report and pay use tax directly to the Board makes a purchase in the amount of \$500,000 or more, that person shall report the local use tax revenues derived therefrom to the participating jurisdiction in which the first functional use of the property is made.

The amendments to paragraph (b)(4) and new paragraph (c) shall apply prospectively only to transactions entered into on or after July 1, 1996. New paragraph (c) shall not apply to lease transactions.

*History:* Adopted March 27, 1956, effective April 1, 1956.

Amended and renumbered January 6, 1970, effective February 25, 1970.

Amended May 9, 1984, effective September 12, 1984. Subdivision (b)(1) completely revised.

Amended November 29, 1989, effective February 4, 1990. Minor corrections are proposed to be made to paragraphs (a)(1), (a)(2), and (b)(2) for clarification purposes. Completely revised (b)(3) and added subparagraphs A and B to (b)(3).

Amended June 5, 1991, effective August 18, 1991. Amended paragraph (b) to reference Regulation 1521(c)(4)(B) and to explain place of sale.

Amended August 1, 1991, effective August 30, 1991. Amended pursuant to Chapter 85, Statutes of 1991, and Chapter 88, Statutes of 1991, to provide that a newspaper carrier is not a retailer. The retailer is the publisher or distributor for whom the carrier delivers the newspaper. Chapter 85, Stats 1991, was effective July 1, 1991; Chapter 88, Stats 1991, changed the effective date to July 15, 1991.

Amended May 26, 1993, effective October 1, 1993. Amended paragraph (b) (5) to be operative October 1, 1993, to provide that if an out-of-state retailer does not have a permanent place of business in this state other than a stock of merchandise, the place of sale is the city, county, or city and county from which delivery or shipment is made. Local tax collected for such sales will be distributed to that city, county, or city and county.

Amended May 15, 1996, effective August 11, 1996. Words "and Use" added to title to reflect inclusion of use tax rules. Subdivision (b)(4) is amended to provide for reporting of local sales tax revenues to specific jurisdictions by auctioneers under specified conditions. New subdivision (c) is added to promulgate rules regarding application of use tax in regulatory form.

*Regulations are issued by the State Board of Equalization to implement, interpret or make specific provisions of the California Sales and Use Tax Law and to aid in the administration and enforcement of that law. If you are in doubt about how the Sales and Use Tax Law applies to your specific activity or transaction, you should write the nearest State Board of Equalization office. Requests for advice regarding a specific activity or transaction should be in writing and should fully describe the facts and circumstances of the activity or transaction.*

State of California  
BOARD OF EQUALIZATION

UNIFORM LOCAL SALES AND USE TAX REGULATIONS

**Regulation 1806. CONSTRUCTION CONTRACTORS.**

Reference: Sections 6006-6010, inclusive, 6012.6, 6015, 6384, 7202, 7203, Revenue and Taxation Code.

**(a) IN GENERAL.** All of the provisions of the State Sales and Use Tax Law and regulations adopted thereunder relating to construction contractors (other than those relating to the rate of tax) are applicable to state-administered local sales and use taxes.

**(b) JOBSITE IS PLACE OF BUSINESS.** The jobsite is regarded as a place of business of a construction contractor or subcontractor and is the place of sale of "fixtures" furnished and installed by contractors or subcontractors. The place of use of "materials" is the jobsite. Accordingly, if the jobsite is in a county having a state-administered local tax, the sales tax applies to the sale of the fixtures, and the use tax applies to the use of the materials unless purchased in a county having a state-administered local tax and not purchased under a resale certificate. If the jobsite is in a county without a state-administered local tax, state-administered local sales tax will not apply to the sale of the fixtures even though the contractor's principal place of business is in a county with such a tax.

If fixtures are purchased by a contractor tax paid in a county having a state-administered local tax, the contractor, upon installing the fixtures in a county without such a tax, is entitled to a credit for the local tax of the place of purchase.

The place of sale or purchase of a factory-built school building (relocatable classroom) as defined in paragraph (c)(4)(B) of Regulation 1521 (18 CCR 1521), Construction Contractors, is the place of business of the retailer of the factory-built school building regardless of whether sale of the building includes installation or whether the building is placed upon a permanent foundation.

**(c) UNITED STATES CONTRACTORS.** United States contractors are consumers of both materials and fixtures, and the place of use of both is the jobsite. Accordingly, if the jobsite is in a county having a state-administered local tax, the use tax applies to the use of the materials and fixtures unless purchased in a county having a state-administered local tax and not purchased under a resale certificate.

*History:* Adopted May 1, 1956.

Amended and renumbered January 6, 1970, effective February 25, 1970.

Amended December 12, 1973, effective January 18, 1974.

Amended June 5, 1991, effective August 18, 1991.

*Regulations are issued by the State Board of Equalization to implement, interpret or make specific provisions of the California Sales and Use Tax Law and to aid in the administration and enforcement of that law. If you are in doubt about how the Sales and Use Tax Law applies to your specific activity or transaction, you should write the nearest State Board of Equalization office. Requests for advice regarding a specific activity or transaction should be in writing and should fully describe the facts and circumstances of the activity or transaction.*



# Notice

## STATE BOARD OF EQUALIZATION

450 N Street  
Sacramento  
California 95814

### BOARD MEMBERS

JOHAN KLEHS  
First District  
Hayward

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Third District  
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Kathleen Connell  
State Controller  
Sacramento

Executive Director  
BURTON W. OLIVER

## Sales Tax Jobsite Sub-Permits for Construction Contractors

Some construction contractors are liable for sales or use tax on materials and fixtures consumed or sold on construction contracts. A portion of that tax, the local tax, is distributed to the county government, and city governments within the county, of the jobsite location. The allocation of the local tax is performed by listing the amount of local tax due to each county on Schedule B of the sales and use tax return.

Effective January 1, 1995, construction contractors may elect to allocate the local sales and use tax derived from construction contracts of \$5,000,000 (five million dollars) or more directly to the local jurisdiction where the jobsite is located. This is accomplished by obtaining a sub-permit of their seller's permit for a specific jobsite and allocating the local tax to that jobsite on Schedule C of their sales and use tax return. This qualifying contract price applies to each contract or sub-contract for work performed at the jobsite. Contractors who are already fulfilling a construction contract on January 1, 1995, must have work remaining with a value of \$5,000,000 or more. The sub-permit will be automatically closed-out six months after the estimated completion date of the contract. If delays extend the completion date, contractors should contact the Board of Equalization to extend the active period of the sub-permit.

Permits will not be issued to contractors who are not normally sellers of materials. Contractors may not purchase tangible personal property for resale, including materials, which they will install or consume at the jobsite.

Contractors may not purchase machinery and equipment, to be used on the construction job, without payment of sales tax in order to allocate the use tax to the specific jobsite.

Local tax on sales of machinery and equipment by the contractor as part of the contract, should continue to be allocated to the contractor's permanent place of business where the principal negotiations of the contract take place in accordance with Regulation 1802.

In accordance with Regulation 1806, where the contractor has not elected to obtain a sub-permit, local tax must still be allocated countywide using Schedule B for jobsites which have contracts of \$5,000,000 or more along with smaller contracts of less than \$5,000,000.

If you have any questions regarding a sub-permit for construction jobsites, please contact the nearest Board of Equalization office.

January 1995

## QUARTERLY ADVANCE WORKSHEET

FOR QUARTER \_\_\_\_ / \_\_\_\_

JURISDICTION: \_\_\_\_\_

JURIS # \_\_\_\_\_

1. PRIOR YEAR'S LIKE QUARTER'S ALLOCATION	_____	
2. REVERSE FUND TRANSFERS (+/-)	_____	
3. ELIMINATE A/R & REFUNDS	_____	
4. SUB TOTAL (LINE 2 + 3)	_____	
5. NORMALIZED ALLOCATION W/O GROWTH (LINE 1 + 4)	_____	
6. GROWTH FACTOR (ESTIMATED QUARTERLY)	_____	%
7. NORMALIZED ALLOCATION WITH GROWTH (LINE 5 X 6)	_____	
8. ESTIMATED ADVANCE BASE FOR QUARTER (LINE 7 X 90%)		_____
9. ADVANCE MONTH #1 (LINE 8 X 30%)	_____	
OTHER ADJUSTMENTS (+ / -)	_____	
ADJUSTED ADVANCE MONTH #1		_____
10. ADVANCE MONTH #2 (LINE 8 X 30%)	_____	
OTHER ADJUSTMENTS (+ / -)	_____	
ADJUSTED ADVANCE MONTH #2		_____
11. ADVANCE MONTH #3 (LINE 8 X 40%)	_____	
OTHER ADJUSTMENTS (+ / -)	_____	
ADJUSTED ADVANCE MONTH #3		_____

Notes identified with items above:

- When a prior like quarter allocation is not available, information for new jurisdictions is obtained through study data prepared by the Statistics Section of the Board. This information is used to base the first quarter's advances (months 1 - 3), however it is subject to modification should additional data indicate a change is warranted.
- Fund Transfer information is located in jurisdictions' allocation data and is identified by an "FT" indicator.
- Historical A/R and refund information is located in jurisdictions' allocation data, however, pending refunds may be identified only as they arise and LRAS is notified by the Board's Refund Unit.
- This is determined each quarter by the Board's Statistics Section in conjunction with the Commission on State Finance. This information is often forecast for a year at a time, but as economic conditions are unpredictable, it is subject to change from quarter to quarter, and in some cases from month to month. You may contact the Local Revenue Allocation Section for quarterly growth factor information.
- These adjustments (+/-) can result from one-time fund transfers processed in favor of, or against a jurisdiction. *Any fund transfer that will impact a jurisdiction with a loss of revenue of the lessor of \$50,000 or 5% of its average quarterly allocation will trigger a notification to the jurisdiction's representative.* Generally, reduction adjustments to the advance payment amounts are made in month #3, since that payment is greater than those in months #1 and 2, and an offset can be better absorbed.

## STATE BOARD OF EQUALIZATION ALLOCATION CALENDAR FOR 2000

(BRADLEY-BURNS LOCAL TAX)  
(TRANSACTIONS AND USE TAXES)

Reporting Period & Due Date	Monthly Allocation Periods	Allocation Periods For Advances	Allocation Periods For Clean-up	Statement Release Date	Warrant Issue Date*
October 1999 11/30/99	11-13-99 to 12-13-99	12-14-99 to 1-13-00		1-4-00	1-13-00 <sup>(+)</sup>
November 1999 12/31/99	12-14-99 to 1-13-00	1-14-00 to 2-11-00		2-7-00	2-16-00
December, Year 4th Qtr 1999 1/31/00	1-14-00 to 2-11-00	2-12-00 to 3-13-00	11-13-99 to 2-11-00	3-15-00	3-24-00
January 2000 2/29/00	2-12-00 to 3-13-00	3-14-00 to 4-13-00		4-4-00	4-13-00 <sup>(+)</sup>
February 2000 3/31/00	3-14-00 to 4-13-00	4-14-00 to 5-11-00		5-8-00	5-17-00
March 2000 1st Qtr 2000 4/30/00	4-14-00 to 5-11-00	5-12-00 to 6-13-00	2-12-00 to 5-11-00	6-14-00	6-23-00
April 2000 5/31/00	5-12-00 to 6-13-00	6-14-00 to 7-14-00		7-5-00	7-14-00 <sup>(+)</sup>
May 2000 6/30/00	6-14-00 to 7-14-00	7-15-00 to 8-11-00		8-7-00	8-16-00
June 2000, Fiscal 2nd Qtr 2000 7/31/00	7-15-00 to 8-11-00	8-12-00 to 9-14-00	5-12-00 to 8-11-00	9-13-00	9-22-00
July 2000 8/31/00	8-12-00 to 9-14-00	9-15-00 to 10-13-00		10-3-00	10-13-00 <sup>(+)</sup>
August 2000 9/30/00	9-15-00 to 10-13-00	10-14-00 to 11-14-00		11-6-00	11-15-00
September 2000 3rd Qtr 2000 10/31/00	10-14-00 to 11-14-00	11-15-00 to 12-13-00	8-12-00 to 11-14-00	12-13-00	12-22-00

\* Every effort will be made to make each payment on the scheduled date however, unforeseen circumstances may result in changes.

+ Warrant date delayed to agree with advance allocation period.

## STATE BOARD OF EQUALIZATION ALLOCATION CALENDAR FOR 2001

(BRADLEY-BURNS LOCAL TAX)  
(TRANSACTIONS AND USE TAXES)

Reporting Period & Due Date	Monthly Allocation Periods	Allocation Periods For Advances	Allocation Periods For Clean-up	Statement Release Date	Warrant Issue Date*
October 2000 11/30/00	11-14-00 to 12-13-00	12-14-00 to 1-12-01		1-3-01	1-12-01 <sup>(+)</sup>
November 2000 12/31/00	12-14-00 to 1-12-01	1-13-01 to 2-14-01		2-8-01	2-21-01
December, Year 4th Qtr 2000 1/31/01	1-13-01 to 2-14-01	2-15-01 to 3-13-01	11-14-00 to 2-14-01	3-15-01	3-23-01
January 2001 2/28/01	2-15-01 to 3-13-01	3-14-01 to 4-12-01		4-3-01	4-12-01 <sup>(+)</sup>
February 2001 3/31/01	3-14-01 to 4-12-01	4-13-01 to 5-11-01		5-7-01	5-16-01
March 1st Qtr 2001 4/30/01	4-13-01 to 5-11-01	5-12-01 to 6-13-01	2-15-01 to 5-11-01	6-14-01	6-22-01
April 2001 5/31/01	5-12-01 to 6-13-01	6-14-01 to 7-13-01		7-3-01	7-13-01 <sup>(+)</sup>
May 2001 6/30/01	6-14-01 to 7-13-01	7-14-01 to 8-13-01		8-6-01	8-15-01
June 01, Fiscal 2nd Qtr 2001 7/31/01	7-14-01 to 8-13-01	8-14-01 to 9-14-01	5-12-01 to 8-13-01	9-18-01	9-26-01
July 2001 8/31/01	8-14-01 to 9-14-01	9-15-01 to 10-12-01		10-2-01	10-12-01 <sup>(+)</sup>
August 2001 9/30/01	9-15-01 to 10-12-01	10-13-01 to 11-14-01		11-9-01	11-21-01
September 3rd Qtr 2001 10/31/01	10-13-01 to 11-14-01	11-15-01 to 12-13-01	8-14-01 to 11-14-01	12-17-01	12-26-01

\* Every effort will be made to make each payment on the scheduled date however, unforeseen circumstances may result in changes.

+ Warrant date delayed to agree with advance allocation period.



**REGISTRATION/ALLOCATION MEDIA REQUEST**

Please complete Sections I, II, &amp; III and forward this form to the address at the bottom of this page.

**BOARD USE ONLY**

Juris. I.D. # \_\_\_\_\_

Resolution verified: ☐ Yes ☐ No

TADB

Update \_\_\_\_\_ By: \_\_\_\_\_

**TSD-Mag tape Billing**

\_\_\_\_\_ Add/Drop

\_\_\_\_\_ Address

Misc. Change

**SECTION I: DATA MAILING ADDRESS**

YOUR NAME

TITLE

ADDRESS

JURISDICTION

CITY/STATE/ZIP

TELEPHONE

FAX

( )

( )

**SECTION II: REGISTRATION INFORMATION REQUEST** (list of name, address and sales/use tax account number for each business.)

**IMPORTANT** Each jurisdiction must have a resolution on file with the Board of Equalization to receive allocation and/or registration information. A sample resolution is available by calling the Board's Local Revenue Allocation Section at (916) 324-3000.

Please indicate your choice of media for monthly Registration Updates (changes to sales/use tax accounts in your jurisdiction):

- ☐ Paper
 ☐ 1.44 MB Diskette (3.5") (Limit 16K active accounts)\*\*
- ☐ 1600 bpi Magnetic Tape\*
 ☐ CD-ROM
- ☐ 6250 bpi Magnetic Tape\*
 ☐ Cartridge
 ☐ None requested

**\*MAGNETIC TAPES ARE SHIPPED UPS, THEREFORE NO P.O. BOX DELIVERY CAN BE MADE. THERE IS A MONTHLY CHARGE, CURRENTLY \$13.00 PER TAPE, PLUS TAX AND SHIPPING THAT IS BILLED QUARTERLY.**

**\*\*SELF-EXTRACTING EXECUTABLE** (Instructions available upon request).

Please indicate if you require a one-time registration listing (Start-up Deck) showing all sales tax accounts in your jurisdiction.

- ☐ Yes
 ☐ No

If yes, indicate media format from choices in Section II: \_\_\_\_\_

**RETURN THIS FORM TO:**

STATE BOARD OF EQUALIZATION  
 LOCAL REVENUE ALLOCATION SECTION  
 450 N STREET MIC:27  
 P O BOX 942879  
 SACRAMENTO CA 94279-0027  
**OR**  
 FAX to (916) 324-3001

(See Reverse)



## REGISTRATION/ALLOCATION MEDIA REQUEST

## SECTION III ALLOCATION INFORMATION REQUEST

(List of local tax dollars distributed to your jurisdiction from taxpayers' returns by their sales/use tax account number)

**IMPORTANT: Each jurisdiction must have a resolution on file with the Board of Equalization to receive allocation and/or registration information. A sample resolution is available by calling the Board's Local Revenue Allocation Section at (916) 324-3000.**

To receive monthly Allocation Information, please indicate your choice of media below:

- |  |  |
|--|--|
| <input type="checkbox"/> Paper                   | <input type="checkbox"/> 1.44 MB Diskette (3.5") (Limit 16K active accounts)** |
| <input type="checkbox"/> 1600 bpi Magnetic Tape* | <input type="checkbox"/> Microfiche  |
| <input type="checkbox"/> 6250 bpi Magnetic Tape* | <input type="checkbox"/> Cartridge   |
| <input type="checkbox"/> CD-ROM                  | <input type="checkbox"/> None requested  |

\* MAGNETIC TAPES ARE SHIPPED UPS, THEREFORE NO P.O. BOX DELIVERY CAN BE MADE. THERE IS A MONTHLY CHARGE, CURRENTLY \$13.00 PER TAPE, PLUS TAX AND SHIPPING THAT IS BILLED QUARTERLY.

\*\*SELF-EXTRACTING EXECUTABLE (Instructions available upon request).

Please indicate if you require prior period local tax data (Allocation History) for all accounts in your jurisdiction.

☐ Yes ☐ No

If yes, indicate periods (MMYY) From: \_\_\_\_\_ To: \_\_\_\_\_ .

Also indicate media format from choices in Section III: \_\_\_\_\_

**Available history is limited to previous 36 months.**

PRINTED NAME	TITLE
SIGNATURE (signed by individual or designee authorized by resolution to receive Board of Equalization information)	DATE

**For assistance in completing this form, please contact Karin Olson at (916) 324-3000**

(See Reverse)

# IDENTIFICATION AND LOCATION OF DATA ON SALES TAX REGISTRATION FILE CARD RECORDS

STATE BOARD OF EQUALIZATION

XXXXX XXX XXXX			(1)	(5) Complete Account Number			(6)	(7)
County	Add-	In-	Tax Area	(2)	(3)	(4)	Consolidated Account	Consolidated Account
& City	On	Lieu	Code	Tax Program	Office	Account	Sub Number	Master Office
						Number		

Location of Business (25)  
(If different than Mailing Address)

Firm Name (24)

Owner (23)

(22) Mailing Address (21)  
P.O. Box or  
Number & Street  
City, State, & Zip (20)

Date Transaction Processed (19)

< 1 >	2	3	< 4 >	6	7
TAX - AREA CODE	T/P	OFFICE	ACCOUNT NO.	SUB NO.	MSTR. OFC.
< 25 >					8 9
BUSINESS ADDRESS IF DIFFERENT THAN MAILING ADDRESS					SPC BASIS
24					10
FIRM NAME					EXCEPT
23					11 12
OWNER					O.C. EXT
20, 21, 22					13
MAILING ADDRESS					START DATE
					14
CITY		STATE	ZIP CODE OR COUNTY		BUS. CODE
19	18	17	S< 16 >	15	
PROCESS DATE	EFFECTIVE DATE	A.A.C.	TRANSACTION	IDENTIFICATION	

BT-1049 REV. 2 (7-84)  
REGISTRATION CONTROL RECORD

(18)  
Effective Date  
of Transaction

(17)  
Account Analysis Code

(16)  
Reason for Transaction

(8) Special Tax Return  
Processing Code

(9) Reporting Basis Code

(10) Return Mailing Exception Code

(11) Ownership Code

(12) Permanent Extension Code

(13) Starting Date

(14) Business Code

(15) File Identification

# Do You Need a California Seller's Permit?

## Sales and Use TAX FACTS

### Publication 107 • LDA

For additional information you may wish to order publication 73, *Your California Seller's Permit*, or talk to a Board of Equalization representative.

For assistance, please call our Information Center at 1-800-400-7115

(For the hearing-impaired:

— from TDD phone:  
800-735-2929;

— from voice phone:  
800-735-2922).

Internet: [www.boe.ca.gov](http://www.boe.ca.gov)

When you sell or lease merchandise, vehicles, or other tangible personal property in California, even temporarily, you are generally required to register with our agency, the Board of Equalization, and to pay sales tax on your taxable sales. When you register, we will issue you a *seller's permit*, sometimes mistakenly called a *resale number* or *resale permit*. A seller's permit is a state license that allows you to sell items at the wholesale or retail level and to issue resale certificates to suppliers. You cannot legally make sales of taxable products in California until we issue your seller's permit.

While a seller's permit gives you the right to make sales under California law, you may need to obtain other licenses, permits, or documents to operate your business (see reverse). Please note that a California seller's permit does not grant you any other rights, privileges, or status under local, state, or US law.

### Seller's permit vs. resale certificate

Although many people confuse the terms *seller's permit* and *resale certificate*, they refer to different things. A seller's permit is issued by our agency and allows you to make sales in California. Once you have a seller's permit, you may issue resale certificates to your suppliers. Issuing a resale certificate allows you to buy items *you will sell in your business operations* without paying amounts for tax to the seller.

### Obligations of seller's permit holders

When you hold a seller's permit, you must

- File periodic sales and use tax returns with the Board, and
- Pay any sales or use tax due on your sales and purchases.

You must report and pay sales tax on each taxable sale. At the time you make the sale, you may collect from your customer an amount equal to the tax you will owe.

As a registered seller, you will need to take the time to learn how to properly apply the sales and use tax law in your business operations. And you must keep adequate records that document your sales and purchases. Our classes and publications can help you learn to meet your obligations and help ensure that you don't pay more tax than you owe.

*Please note:* You should not obtain a seller's permit just to take advantage of the opportunity to issue resale certificates to your suppliers. Issuing a resale certificate to avoid paying tax on items you will use rather than sell is against the law and may result in fines and penalties. If you are not making sales, your permit may be canceled.

### BOARD OF EQUALIZATION MEMBERS

JOHAN KLEHS

DEAN F. ANDAL

CLAUDE PARRISH

JOHN CHIANG

KATHLEEN CONNELL

**Applying for a seller's permit**

You may obtain a seller's permit application from our Internet site or our Information Center (see phone number on reverse). Our Information Center can fax the application to you within 24 hours or put it in the mail by the second business day following your call. Please be sure to fully complete the application, sign it, and mail it to us along with copies of any requested documents. Or if you prefer, you can apply in person at any of our field offices.

You will need to provide information about your business, including bank account details and estimated income. You must also provide information about yourself and copies of your driver's license and Social Security card (or substitute documents, as explained on the application). If you purchased your business, you'll need to provide the previous owner's name and seller's permit number. To make sure that you won't have to pay any sales or use tax owed by the previous owner, you should request a tax clearance from us before you buy.

There is no charge for a seller's permit. However, depending on your type of business and expected taxable sales, we may ask you for a security deposit.

If you apply by mail, you'll usually get your permit within 7 to 14 days. If you apply in person, the field office may be able to issue your permit the same day.

**Temporary permits.** If you make sales of a temporary nature (such as Christmas tree sales and sales at craft fairs), you may apply for a temporary seller's permit. Temporary permits are issued to those whose sales activity will last no longer than 30 days.

**Additional requirements for your business**

In addition to registering for a seller's permit, you may need to register for one of the other taxes and fees we administer (call us for help). The state and federal governments have additional requirements for businesses. You must file income tax returns with the California Franchise Tax Board and the US Internal Revenue Service (IRS). Certain businesses are required to obtain permits from the California Department of Consumer Affairs and state and local environmental agencies. And if you have employees, you are required to register as an employer with the California Employment Development Department and the IRS and to pay payroll withholding taxes. You will probably need to obtain a business license or other permits from the county or city where you operate.

California's Environmental Protection Agency (CalEPA) offers extensive local, state, and federal business permit information through a toll-free number, 1-800-468-1786, and a special site on the Internet: [www.calgold.ca.gov](http://www.calgold.ca.gov). Chambers of commerce, economic development organizations, and other business organizations are other good sources of information. Often the business licensing department of a city or county can assist you, too. Some counties and cities publish special guides for small businesses, available free or at a low cost.

**For more information**

For more information regarding seller's permits, you may wish to order our publication 73, *Your California Seller's Permit*, or to contact our Information Center (see reverse). For a complete list of other Board-administered taxes and fees, please see publication 51, *Guide to Board of Equalization Services*. To find government agency phone numbers, check the government pages of your telephone directory.

*Note: The statements in this fact sheet are general and are current as of July 1999. The sales and use tax law and regulations are complex and subject to change. If there is a conflict between this publication and the law or regulations, decisions will be based on the law and regulations.*

Information Center: 1-800-400-7115 • Internet: [www.boe.ca.gov](http://www.boe.ca.gov)



RESOLUTION NO. \_\_\_\_\_

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE COUNTY OF \_\_\_\_\_ AUTHORIZING EXAMINATION OF SALES AND USE TAX RECORDS

WHEREAS, pursuant to Ordinance \_\_\_\_\_, the County of \_\_\_\_\_ entered into a contract with the State Board of Equalization to perform all functions incident to the administration and collection of local sales and use taxes; and

WHEREAS, the Board of Supervisors of the County of \_\_\_\_\_ deems it desirable and necessary for authorized representatives of the County to examine confidential sales and use tax records of the State Board of Equalization pertaining to sales and use taxes collected by the Board for the County pursuant to that contract; and

WHEREAS, Section 7056 of the California Revenue and Taxation Code sets forth certain requirements and conditions for the disclosure of Board of Equalization records, and establishes criminal penalties for the unlawful disclosure of information contained in, or derived from, the sales and use tax records of the Board:

NOW, THEREFORE, THE BOARD OF SUPERVISORS OF THE COUNTY OF \_\_\_\_\_ HEREBY RESOLVES AS FOLLOWS:

Section 1. That the County Auditor-Controller, or other officer or employee of the County designated in writing by the County Auditor-Controller to the State Board of Equalization (hereafter referred to as Board), is hereby appointed to represent the County of \_\_\_\_\_ with authority to examine sales and use tax records of the Board pertaining to sales and use taxes collected for the County by the Board pursuant to the contract between the County and the Board. The information obtained by examination of Board records shall be used only for purposes related to the collection of County Sales and Use Taxes by the Board pursuant to that contract.

\* Section 2. That the County Auditor-Controller, or other officer or employee of the County designated in writing by the County Auditor-Controller to the Board, is hereby appointed to represent the County with authority to examine those sales and use tax records of the Board, for purposes related to the following governmental functions of the County:

(a) \_\_\_\_\_

(b) \_\_\_\_\_

(c) \_\_\_\_\_

etc.

The information obtained by examination of Board records shall be used only for those governmental functions of the County listed above.

\*Section 3. That \_\_\_\_\_ is hereby designated to examine the sales and use tax records of the Board pertaining to sales and use taxes collected for the County by the Board. The person or entity designated by this section meets all of the following conditions:

- (a) has an existing contract with the County to examine those sales and use tax records;
- (b) is required by that contract to disclose information contained in, or derived from, those sales and use tax records only to the officer or employee authorized under Section 1(\*or Section 2) of this resolution to examine the information.
- (c) is prohibited by that contract from performing consulting services for a retailer during the term of that contract; and
- (d) is prohibited by that contract from retaining the information contained in, or derived from those sales and use tax records, after that contract has expired.

The information obtained by examination of Board records shall be used only for purposes related to the collection of County sales and use taxes by the Board pursuant to the contract between the County and the Board (\* and for purposes relating to the governmental functions of the County listed in Section 2 of this resolution).

(\* Include in resolution only if applicable.)

Introduced, approved and adopted this \_\_\_\_\_ day of \_\_\_\_\_ 19\_\_\_\_\_.

ATTEST: \_\_\_\_\_(s)

County Clerk

I, \_\_\_\_\_, County Clerk of the County of \_\_\_\_\_, California, DO HEREBY CERTIFY that the foregoing resolution was duly introduced, approved and adopted by the Board of Supervisors of the County of \_\_\_\_\_, at a regular meeting of said Council held on the \_\_\_\_\_ day of \_\_\_\_\_, 19\_\_\_\_\_, by the following roll call vote:

AYES: (Names of Supervisors)

NOES: (Names of Supervisors)

ABSENT: (Names of Supervisors)

(S) \_\_\_\_\_

County Clerk

RESOLUTION NO. \_\_\_\_\_

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF  
\_\_\_\_\_ AUTHORIZING EXAMINATION OF SALES AND USE  
TAX RECORDS

WHEREAS, pursuant to Ordinance \_\_\_\_\_, the City of  
\_\_\_\_\_ entered into a contract with the State Board of Equalization to  
perform all functions incident to the administration and collection of local sales and use  
taxes; and

WHEREAS, the City Council of the City of \_\_\_\_\_ deems it desir-  
able and necessary for authorized representatives of the City to examine confidential sales  
and use tax records of the State Board of Equalization pertaining to sales and use taxes  
collected by the Board for the City pursuant to that contract; and

WHEREAS, Section 7056 of the California Revenue and Taxation Code sets forth certain  
requirements and conditions for the disclosure of Board of Equalization records, and  
establishes criminal penalties for the unlawful disclosure of information contained in, or  
derived from, the sales and use tax records of the Board:

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF  
\_\_\_\_\_ HEREBY RESOLVES AS FOLLOWS:

Section 1. That the City Manager, or other officer or employee of the City designated in  
writing by the City Manager to the State Board of Equalization (hereafter referred to as  
Board), is hereby appointed to represent the City of \_\_\_\_\_ with  
authority to examine sales and use tax records of the Board pertaining to sales and use  
taxes collected for the City by the Board pursuant to the contract between the City and  
the Board. The information obtained by examination of Board records shall be used only  
for purposes related to the collection of City Sales and Use Taxes by the Board pursuant  
to that contract.

\*Section 2. That the City Manager, or other officer or employee of the City designated in  
writing by the City Manager to the Board, is hereby appointed to represent the City with  
authority to examine those sales and use tax records of the Board, for purposes related to  
the following governmental functions of the City:

(See Reverse)





I, \_\_\_\_\_, City Clerk of the City of \_\_\_\_\_, California, DO HEREBY CERTIFY that the foregoing resolution was duly introduced, approved and adopted by the City Council of the City of \_\_\_\_\_, at a regular meeting of said Council held on the \_\_\_\_\_ day of \_\_\_\_\_, 19\_\_\_\_, by the following roll call vote:

AYES: (Names of Councilmembers)

NOES: (Names of Councilmembers)

ABSENT: (Names of Councilmembers)

(s) \_\_\_\_\_

City Clerk

**7056. Divulging of information forbidden.** (a) (1) Excepting the information set forth on permits issued under Article 2 (commencing with Section 6066) of Chapter 2, the information set forth on certificates of registration issued pursuant to Section 6226, and the terms of any settlement made pursuant to Section 19442 (as amended by Chapter 138 of the Statutes of 1994), it is unlawful for the board, any person having an administrative duty under this part or any person who obtains access to information contained in, or derived from, sales or transactions and use tax records of the board pursuant to subdivision (b) to make known in any manner whatever the business affairs, operations, or any other information pertaining to any retailer or any other person required to report to the board or pay a tax pursuant to this part, or the amount or source of income, profits, losses, expenditures, or any particular thereof, set forth or disclosed in any return, or to permit any return or copy thereof or any book containing any abstract or particulars thereof to be seen or examined by any person.

(2) It is also unlawful for any person, other than an officer or employee of a county, city and county, city, or district, who obtains access to information contained in, or derived from, sales or transactions and use tax records of the board pursuant to subdivision (b), to retain that information after that person's contract with the county, city and county, city, or district has expired.

(3) Notwithstanding paragraphs (1) and (2), the Governor may, by general or special order, authorize examination by other state officers, by tax officers of another state, by the federal government, if a reciprocal arrangement exists, by the tax officials of Mexico if a reciprocal agreement exists, or by any other person of the records maintained by the board under this part. The information so obtained pursuant to the order of the Governor shall not be made public except to the extent and in the manner that the order may authorize that it be made public.

(b) When requested by resolution of the legislative body of any county, city and county, city, or district the board shall permit any duly authorized officer or employee of the county, city and county, city, or district, or other person designated by that resolution, to examine all of the sales or transactions and use tax records of the board pertaining to the ascertainment of those sales or transactions and use taxes to be collected for the county, city and county, city, or district by the board pursuant to contract entered into between the board and the county, city and county, city, or district Bradley-Burns Uniform Local Sales and Use Tax Law (Part 1.5 (commencing with Section 7200) or the Transactions and Use Tax Law (Part 1.6 (commencing with Section 7251)).

(1) The resolution shall certify that any person designated by the resolution, other than an officer or employee, meets all of the following conditions:

(A) Has an existing contract with the county, city and county, city, or district to examine those sales and use tax records.

(B) Is required by that contract to disclose information contained in, or derived from, those sales or transactions and use tax records only to an officer or employee of the county, city and county, city, or district who is authorized by the resolution to examine the information.

(C) Is prohibited by that contract from performing consulting services for a retailer during the term of that contract.

(D) Is prohibited by that contract from retaining the information contained in, or derived from those sales or transactions and use tax records, after that contract has expired.

(2) Information obtained by examination of board records as permitted in this subdivision shall be used only for purposes related to the collection of local sales or transactions and use taxes by the board pursuant to the contract, or for purposes related to other governmental functions of the county, city and county, city, or district set forth in the resolution.

(c) If the board believes that any information obtained pursuant to subdivision (b) has been disclosed to any person not authorized or designated by the resolution of the legislative body of the county, city and county, city, or district, or has been used for purposes not permitted by subdivision (b), then notwithstanding subdivision (b), the board may impose conditions on access to its sales and use tax records which the board considers reasonable, in order to protect the confidentiality of those records.

(d) Predecessors, successors, receivers, trustees, executors, administrators, assignees, and guarantors, if directly interested, may be given information as to the items included in the measure and amounts of any unpaid tax or amounts of tax required to be collected, interest, and penalties.

(e) For purposes of this section "reciprocal agreement" means a formal agreement to exchange information between national taxing officials of Mexico and taxing authorities of the State Board of Equalization, the Franchise Tax Board, and the Employment Development Department. Furthermore, the reciprocal agreement shall be limited to the exchange of information which is essential for tax administration purposes only. Taxing authorities of the State of California shall be granted tax information only on California residents. Taxing authorities of Mexico shall be granted tax information only on Mexican nationals.

**7056.5. Unauthorized inspection of information.** (a) Except as otherwise provided by this article or other express provision of law, the information furnished or secured pursuant to this part shall be used solely for the purpose of administering the tax laws or other laws administered by the person or agency obtaining it. Any willful unauthorized inspection or unwarranted disclosure or use of the information by the person or agency, or the employees and officers thereof, is a misdemeanor. For purposes of this section, "inspection" means any examination of confidential information furnished or secured pursuant to this part.

(b) The board shall notify a taxpayer of any known incidents of willful unauthorized inspection or unwarranted disclosure or use of the taxpayer's confidential tax records, but only if criminal charges have been filed for the willful unauthorized inspection or unwarranted disclosure.

BOE-549-S (5-96)

**CLAIMED INCORRECT DISTRIBUTION OF LOCAL TAX — SHORT FORM**STATE OF CALIFORNIA  
BOARD OF EQUALIZATION

NAME OF JURISDICTION	ALLOCATION PERIOD IN QUESTION
REASON FOR QUESTIONING THE ALLOCATION	

**SECTION I — GENERAL BUSINESS INFORMATION**

OWNER NAME	BUSINESS NAME
BUSINESS ADDRESS ( <i>street, city, state, zip code</i> )	
DATE BUSINESS STARTED	CURRENTLY OPERATING <input type="checkbox"/> Yes <input type="checkbox"/> No
DESCRIPTION OF OPERATION OF BUSINESS	CALIFORNIA SELLER'S PERMIT NUMBER

*Person to call for more information regarding the taxpayer's allocation of local tax*

NAME	TITLE
DAYTIME PHONE NUMBER	BEST TIME TO CALL
MAILING ADDRESS ( <i>street, city, state, zip code</i> )	

**SECTION II — QUESTIONS ABOUT THE BUSINESS**Has this business changed locations?   ☐ Yes   ☐ No

If yes, list previous address and dates of operation

ADDRESS ( <i>street, city, state, zip code</i> )	
DATES OF OPERATION	
From:	To:

BOE-549-L (FRONT) (5-96)

**CLAIMED INCORRECT DISTRIBUTION OF LOCAL TAX — LONG FORM**STATE OF CALIFORNIA  
BOARD OF EQUALIZATION

NAME OF JURISDICTION

ALLOCATION PERIOD QUESTIONED

REASON FOR QUESTIONING THE ALLOCATION

**SECTION I — GENERAL BUSINESS INFORMATION**

OWNER NAME

BUSINESS NAME

BUSINESS ADDRESS (street, city, state, zip code)

DATE BUSINESS STARTED

CURRENTLY OPERATING

☐ Yes ☐ No

DESCRIPTION OF OPERATION OF BUSINESS

CALIFORNIA SELLER'S PERMIT NUMBER

*Person to call for more information regarding the taxpayer's allocation of local tax*

NAME

TITLE

DAYTIME PHONE NUMBER

BEST TIME TO CALL

MAILING ADDRESS (street, city, state, zip code)

**SECTION II — QUESTIONS ABOUT THE BUSINESS**Is merchandise sold at this location? ☐ Yes ☐ NoAre sales of tangible personal property negotiated at this location ☐ Yes ☐ No

If yes, what is sold? \_\_\_\_\_

If no, what activities occur at the above business? \_\_\_\_\_

Has this business changed locations? ☐ Yes ☐ No If yes, list previous address and dates of operation:

ADDRESS (street, city, state, zip code)

DATES OF OPERATION:

From:

To:

BOE-549-L (BACK) (5-96)

Does the business have other selling locations in California? ☐ Yes ☐ No

Please give the business address(es) below or attach a list.

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Are sales made at temporary locations (fairs, swap meets, etc.)? ☐ Yes ☐ No

If yes, please describe.

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Are sales made by employees of the business? ☐ Yes ☐ No Are sales made through independent agents? ☐ Yes ☐ NoIs merchandise delivered to customers from out-of-state inventory? ☐ Yes ☐ NoIs merchandise delivered to customers from California inventory? ☐ Yes ☐ No

Other

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If merchandise is shipped directly to customers from an out-of-state inventory, do sales contracts contain a specific title clause allowing title to pass in California? ☐ Yes ☐ NoIs the merchandise shipped with an F.O.B. — Destination or F.O.B. — shipping point provision? ☐ Yes ☐ NoAre sales negotiated at a location outside of California? ☐ Yes ☐ NoIs the merchandise delivered from an in-state warehouse or inventory? ☐ Yes ☐ No

WAREHOUSE ADDRESS (street, city, state, zip code)

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Is the taxpayer a construction contractor affixing property to realty? ☐ Yes ☐ No

If yes, is the property classified as materials, fixtures, or machinery and equipment?

TAX PREPARER'S NAME

SUBMITTED BY (NAME)

DATE

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*Send acknowledgement and future correspondence to:*

NAME

ADDRESS (street, city, state, zip code)

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## RECORD LAYOUT

### Registration Detail Record Descriptions

**Record Length:** 380 Characters**Block Size:** 20 Records

Field Name	Position	Length	Type	Description/Special Values
<b>Tax Area Code</b>				
County Code	1 - 2	2	A	Value 01 - 58
City Code	3 - 5	3	A	Value 001 - 999
Add-On Code	6 - 8	3	A	Value 001 - 999
In-Lieu Code	9 - 12	4	A	Value 0001 - 9999
TAT Code	13 - 15	3	A	Taxable Activity Type
TAT Indicator	16 - 16	1	A	Taxable Activity Type Code
District Branch Code	17 - 19	3	A	District Office (2) and Branch Code (1)
Account Number	20 - 28	9	A	
Sub Account Number	29 - 33	5	A	00001 to 99999 if there is more than one location of business (otherwise blank).
District of Location	34 - 36	3	A	District Office or Branch Office of sub account if different from master
Firm Name	37 - 86	50	A	
Owner Name	87 - 136	50	A	
<b>Mailing Address</b>				
Filler	137 - 149	13	A	Reserved (Future Use for Parsed Address)
Mail Street	150 - 189	40	A	
Mail City	190 - 219	30	A	
Mail State	220 - 221	2	A	
Mail Zip Code	222 - 230	9	A	
<b>Business Address</b>				
Filler	231 - 243	13	A	Reserved (Future Use for Parsed Address) } } Only if different } from mailing address }
Location Street	244 - 283	40	A	
Location City	284 - 313	30	A	
Location State	314 - 315	2	A	
Location Zip Code	316 - 324	9	A	
Ownership Code	325 - 325	1	A	S - Sole Proprietorship, P - Partnership/Co-ownership, M - Husband & Wife Co-Ownership, L - Limited Partnership, V - Joint Venture, C - Corporation, E - Estate, D - Limited Liability Co., O - Org or Assoc., J - Jurisdiction, F - Federal Govt, G - Other Govt, R - Receivership/Fiduciary, T - Trust, B - Unincorporated Business Org.
Basis	326-327	2	A	Q=Quarterly, M=Monthly, Y=Yearly QP= Prepay Quarterly, F=Fiscal Yearly
Start Date	328-335	8	A	CCYYMMDD format
Business Code	336 - 339	4	A	BOE Industry Code
NAICS	340 - 347	8	A	Reserved - (Future Use for Proposed Federal Codes)
Process Date	348 - 355	8	A	CCYYMMDD format
Effective Date	356 - 363	8	A	CCYYMMDD format
Transaction Type	364 - 365	2	A	CO - Close Out, AM - Account Maintenance, AA - Account Add, AR - Account Reinstatement, AC - Address Change
Temp Account	366 - 366	1	A	Y=Yes (Temp Acct), Blank=No (Formerly Tax Program ST)
Filler	367 - 380	14	A	BOE Internal Use



**RECORD LAYOUT  
PAPER AND MICROFICHE FORMAT  
Allocation Detail Record Description**

<b>County and City Code</b>	<b>Business Code</b> (All Zeros = Business Code Omitted) See Attachment I for Details	<b>Complete BOE Account No.</b>	<b>Total 1% Tax</b>	<b>Allocation Mo/Yr Same as Reporting Period</b>	<b>1% Tax Distributed to Jurisdictions</b>	<b>1/4% Tax Distributed to County</b>
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NOTICE: CONFIDENTIAL INFORMATION – THIS INFORMATION IS CONFIDENTIAL. ITS USE IS LIMITED TO GOVERNMENTAL PURPOSES AS DESCRIBED  
IN SECTION 7056 OF THE REVENUE AND TAXATION CODE.

STATE BOARD OF EQUALIZATION  
BUSINESS TAX ALLOCATION SYSTEM  
MONTHLY FUND ALLOCATION BY TAX AREA WITHIN COUNTY FOR 09/99  
CASH RECEIPTS DATES 10/15/99 TO 11/12/99  
QUARTERLY PERIOD 39  
LOCAL ALLOCATION TOTALS

TAX AREA	IND.	RET. PER.	AUDIT DATE RANGE	TAT	ACCOUNT NO.	DATE	TRAN. CODE	ALLOC. LOCAL	ALLOC. CITY	IN-LIEU CODE	ALLOC. IN-LIEU	ALLOC. COUNTY
190140000	0001		0197-1299	SRY	AD 014-123456	10/28/99	AU	155.98	155.98			38.93
190140005	0002	42		SR	AD 014-223456	11/02/99	+	3,142.94	0.00	0005	3,142.94	785.74

<b>Redevelopment Project Code (In-Lieu)</b>	<b>Period Code</b> See Attachment II for Details	<b>Prepay Account</b>	<b>Accounts Receivable</b>	<b>Redevelopment Project Code (In-Lieu)</b>	<b>Amount Distributed to Redevelopment Project (In-Lieu)</b>
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## RECORD LAYOUT

### Allocation Detail Record Descriptions

Field Name	Position	Length	Type	Description/Special Values
Filler	1	1	A	BOE Internal Use (use to determine record type)
Transaction Type	2 - 3	2	A	RP = Regular Return (Current Period) RL = Late Return (Previous Period) PM = Prior Money (Prior Periods) RO = Offsets NR = No Remittance ZR = Zero Return DC = Return Dishonored Check MV = Tax collected by DMV (Formerly GT) FT = Fund Transfer FS = Fund Transfer - (adjustment) AU = Audit AC = Audit credit/Refund AO = Audit Offsets RA = Reverse Allocation
Allocation Period Beginning Date	4 - 11	8	A	CCYYMMDD format
Allocation Period Ending Date	12 - 19	8	A	CCYYMMDD format
Tax Area Code				
• County Code	20 - 21	2	A	Values 01 - 58
• City Code	22 - 24	3	A	Values 001 - 999
• Add-On Code	25 - 27	3	A	Values 001 - 999
• In-Lieu Code	28 - 31	4	A	Values 0001 - 9999
Account Number	32 - 40	9	A	
Business Code	41 - 44	4	A	BOE Industry Code
Return Begin Date	45 - 50	6	A	CCYYMM format
Audit Begin Date	51 - 56	6	A	CCYYMM format
Audit/Return End Date	57 - 62	6	A	CCYYMM format (if transaction is a return, this field will have the return end date. If transaction is an audit, this field will have the audit end date).
Filler	63 - 64	2	A	<b>BOE Internal Use</b> (tax program used to group taxable activity types)
TAT Indicator	65 - 65	1	A	Taxable Activity Type Indicator Code
TAT Code	66 - 68	3	A	Taxable Activity Type
District Code	69 - 70	2	A	Office District
Branch Code	71 - 71	1	A	
Date Received	72 - 79	8	A	CCYYMMDD format
Basis	80 - 81	2	A	Q = Quarterly M = Monthly Y = Yearly QP = Prepay Quarterly, F = Fiscal Yearly
Fund Transfer Reason Code	82 - 84	3	A	Separate list to be developed.
Gross Sales	85 - 92	8	N	Used for single outlets only. Whole dollars <b>**Reserved for future use**</b>
County Amount	93 - 107	13.2*	N	*13.2 on tapes; 12.2 on diskettes
City Amount	108 - 122	13.2*	N	*13.2 on tapes; 12.2 on diskettes
Add-On Amount	123 - 137	13.2*	N	*13.2 on tapes; 12.2 on diskettes
In-Lieu Amount	138 - 152	13.2*	N	*13.2 on tapes; 12.2 on diskettes
Filler	153 - 175	23	A	BOE Internal Use

**CONVERSION OF OLD TRANSACTION CODES TO NEW CODES**

Old Code	Message on 3 x 5 Card (old)	Description (old)	New Code	Additional Fields	New Message
01, 02, 52	NEW WORK	New account or suboutlet	AA		ACCOUNT ADD
02 & Tax Pgm = St	TEMPORARY C/O	Issue a temporary permit for ST accounts	AA	TEMP- ACCOUNT = Y	ACCOUNT ADD
02 & Tax Pgm not = ST	ISSUE AND CANCEL	Issue and cancel a temporary permit for non ST accounts	AA CO	CLOSEOUT- CODE = 7	ACCOUNT ADD CLOSE OUT
04, 06, 56	CHG DIST NO., TYPE	Change of master district or interdistrict move or correction of erroneously established information	AM		ACCOUNT MAINT
05	DIST BNDRY CHANGE	Transfer to another district through a boundary change	AM		ACCOUNT MAINT
11, 61	CLOSED OUT	Close-out or change in close-out date on master or suboutlet	CO CM		CLOSE OUT CLOSE OUT MAINT
21, 75	BUS ADD CHANGE	Change of business address on or suboutlet	AC		BUS ADDR CHANGE
22	REIN FROM REVOCATION	Reinstates an active account after payment of a fee	NONE		NONE
23, 29, 73	REIN FROM CLOSEOUT	Reinstates an active account after a closeout in error on master or suboutlet	AR		ACCOUNT REINSTATED
24, 74	ANNEX OR INCORP	Area code change, annexation or incorporation on master or suboutlet	AM		ACCOUNT MAINT
25, 26, 72	MISCL CORRECTION	Change in name, mailing address, business code, or area code other than annexation, or change of start date or account key date on master or suboutlet	AM AC	Any change to a master or suboutlet not covered by other codes	<ul style="list-style-type: none"> <li>• ACCOUNT MAINT</li> <li>• OLD TAX AREA CHANGE</li> <li>• TAX AREA CHANGE</li> <li>• MAIL ADDR CHANGE</li> </ul>
27, 77	BASIS CHANGE	Change in reporting basis on master or suboutlet	AM		ACCOUNT MAINT
28	OLD BUS ADDRESS	Old address prior to address change	AC		OLD BUS ADDRESS
81	MASS CHNG TAX AREA	Mass change of area code other than annexation	AM		TAX AREA CHANGE
82	<ul style="list-style-type: none"> <li>• MASS CHNG BASIS</li> <li>• NO LONGER PREPAYMENT</li> <li>• NEW PREPAY ACCOUNT</li> <li>• CHG PREPAY STATUS</li> </ul>	Mass change of reporting basis due to the result of annual prepay analysis	AM		ACCOUNT MAINT
83	MASS CHNG INDUSTRY	Mass change of a business code	AM		ACCOUNT MAINT

## SALES &amp; USE TAX PROGRAM CODE CHANGES

TAXABLE ACTIVITY - SALES & USE TAX	OLD	TAT CODE	TAT IND.
Regular Sales & Use Tax	SR	SR	
Regular Sales & Use Tax ( <i>gasoline retailer</i> )	SR	SR	
Regular Sales & Use Tax ( <i>multiple locations in one tax area code</i> )	SX	SR	X
Regular Sales & Use Tax ( <i>multiple locations</i> )	SY	SR	Y
Regular Sales & Use Tax with Schedule B	SS	SR	S
Regular Sales & Use Tax with Schedule B ( <i>multiple locations</i> )	SZ	SR	Z
Sales & Use Tax Gasoline Distributor	SG	SG	
Fuel Tax Exemption	SJ	SJ	
Certificate of Registration Use Tax	SC	SC	
Consumer Use Tax	SU	SU	
Consumer Use Tax with special return	SV	SU	S
Temporary	ST	SR	
Arbitrary Sales	SN	SR	
Vehicle Use Tax	SA	SA	
Vessel Use Tax	SB	SB	
Aircraft Use Tax	SP	SP	
Arbitrary Fuel User	FN	FR	
Arbitrary Fuel Vendor	FM	FV	

REPORTING PERIOD CODES

The following code identify periods on sales and use tax, fuel user and fuel vendor tax return.

MONTHLY / QUARTERLY / YEARLY / FISCAL YEARLY

Codes 01 through 12 are used for **all** reporting periods, i.e., monthly, quarterly, yearly and fiscal yearly. All electronic allocation media contain fields showing beginning and ending dates for the allocation period. This information can be used to identify the reporting period that is represented by the individual return. The following list shows the period codes currently in use:

CODE	MONTH, QUARTER AND/OR YEAR	CODE	MONTH, QUARTER AND/OR YEAR
01	January	07	July
02	February	08	August
03	March/1 <sup>st</sup> Quarter	09	September/3 <sup>rd</sup> Quarter
04	April	10	October
05	May	11	November
06	June/2 <sup>nd</sup> Quarter/Fiscal Yearly	12	December/4 <sup>th</sup> Quarter/Yearly

**BOARD OF EQUALIZATION BUSINESS CODES****RETAIL TRADE GROUP**

- 01 Women's Apparel
- 02 Men's Apparel
- 03 Family Apparel
- 04 Shoe Stores
- 05 Variety Stores
- 07 Department Stores
- 09 General Stores
- 10 News & Magazine Stands
- 11 Art, Gift & Novelty Stores
- 12 Sporting Goods & Bicycle Stores
- 13 Florist Shops
- 14 Camera Stores
- 15 Music Stores
- 16 Stationery & Book Stores
- 17 Jewelry Stores
- 18 Office, Store and School Furniture & Equip. Stores
- 19 Full-Time Specialty Stores not Elsewhere Classified
- 20 Grocery Stores without Alcoholic Beverages
- 21 Food Stores Other Than Grocery Stores
- 22 Package Liquor Stores
- 24 Eating & Drinking Places
- 25 Confectionery Stores
- 26 Cigar Stores & Stands
- 27 Drug Stores

**NON-STORE RETAILERS**

- 28 Non-Store Retailers (Full-time Only)
- 29 Part-time Permittees

**RETAIL TRADE GROUP**

- 30 Home Furnishing Stores
- 31 Appliance Stores
- 32 Second-hand Stores
- 33 Grocery Stores with Beer & Wine Licenses "20"
- 34 Grocery Stores with General Liquor Licenses "21"
- 35 Eating & Drinking Places with Beer & Wine Licenses "40" or "41"
- 36 Eating & Drinking Places with General On-sale Licenses
- 40 Farm & Construction Equipment Sales
- 41 Garden Stores
- 46 Fuel & Ice Stores
- 50 Building Material
- 51 Hardware
- 52 Plumbing & Electrical Supply Stores
- 53 Paint, Glass & Wallpaper Stores
- 55 Vehicles Use Tax
- 56 Vessels Use Tax
- 57 Aircraft Use Tax
- 58 Cigarette Vending Machine Operators
- 60 New Car Dealers
- 61 Automotive Supply Stores
- 62 Service Stations
- 63 Auto Trailer & Supply Stores
- 64 Used Car Dealers
- 66 Boat & Motorcycle and Supply Stores
- 67 Aircraft and Supply Stores

**SERVICE GROUPS**

- 70 Hotels, Motels & Boarding Houses without On-sale General Liquor Licenses
- 71 Automotive Repair
- 72 Repair & Hand-trade Shops
- 73 Portrait Studios
- 75 Hotels with General On-sale Licenses
- 76 Clubs & Places of Amusement General On-sale Licenses
- 77 Shoe Repair Shops
- 78 Undertaking Parlors & Cemeteries
- 79 Personal Service Shops, Amusement Places without General On-sale Licenses

**CONSTRUCTION CONTRACTOR GRP**

- 82 Constructions Contractors, and Manufacturers and Wholesalers of Building Materials

**PRODUCERS, MANUFACTURERS AND WHOLESALERS GROUP**

- 83 Store and Office Equipment

**SERVICE GROUPS**

- 84 Health Services
- 85 Public Utilities, Transportation and Allied Services

**PRODUCERS, MANUFACTURERS, AND WHOLESALERS GROUP**

- 86 Electronic & Electrical Equipment

**SERVICE GROUPS**

- 87 Government, Business & Social
- 88 Auctioneers
- 89 Business Service Concerns

- 90 Farm, Tobacco, Alcoholic Beverages, Food and Food Processing Equipment
- 91 Textile Products with Household Goods
- 92 Drugs, Chemicals and Allied Goods
- 93 Motion Pictures, Equipment and Supplies
- 94 Automotive Vehicles, Trailers, Parts, Equipment & Supplies Other Than Petroleum

- 95 Transportation Equipment Other Than Automotive
- 96 Petroleum. Petroleum Products, Oil Well, Refining, and Service Station Equipment
- 98 Heavy Industrial Equipment and Miscellaneous Machinery
- 99 Publishers, Light Industrial Equipment and **ALL OTHER PERMITTEES NOT ELSEWHERE CLASSIFIED**

## STATE BOARD OF EQUALIZATION

**CHANGE OF JURISDICTIONAL BOUNDARY****REQUIREMENTS FOR STATEMENTS, BOUNDARY DESCRIPTIONS, MAPS  
and SCHEDULE OF PROCESSING FEES**

Sections 54902, 54902.5, Government Code

**December 2, 1998**

1. **GENERAL APPLICATION.** Fees and requirements set forth in this schedule shall apply to all statements filed pursuant to Sections 54900 to 54903 of the Government Code. Provisions and definitions given in Sections 3 and 4 below are to help you compute the fees and serve as guidelines to ensure acceptance of maps and boundary descriptions.
  - A. Final date to file with the State Board of Equalization for a change of jurisdictional boundary for special revenue district is **on or before December 1 of the year immediately preceding** the year in which the assessments or taxes are to be levied.
  - B. All fees shall accompany the statements.
  - C. Mail statements, maps and fees to **Tax Area Services Section, State Board of Equalization, 450 Street, MIC:59, P.O. Box 942879, Sacramento, CA 94279-0059**. Inquiries concerning these requirements should be sent to Mr. David J. Martin or call (916) 322-7185 Fax (916) 327-4251.
2. **STATEMENTS REQUIRED TO FILE FOR A CHANGE OF JURISDICTIONAL BOUNDARIES:** The items listed below shall be submitted together as a single package. Incomplete packages will be rejected.
  - A. **Statement of boundary change (Form BOE-400-TA; no substitutions accepted)**
  - B. **Certificate of completion (if applicable)**
  - C. **Copy of the resolution from the governing board**
  - D. **Written geographic description of the subject territory as defined in Section 3**
  - E. **Maps and supporting documents**
  - F. **List of assessor parcel numbers for parcels within the subject territory**
  - G. **Letter of tax rate area assignment from the County Auditor (consolidated counties only)**
  - H. **Fees**
3. **DESCRIPTIONS AND MAPS:** Upon completion of the initial processing, all filed documents are micro-filmed and then destroyed. Any document that will not produce a readable photographic image shall be rejected and returned to the applicant for replacement.

**It is strongly recommended that maps be submitted in electronic/digital format. Refer to Item 3.C below.**

**ALL DOCUMENTS SHALL CONFORM TO ITEMS 3.A.1 THROUGH 3.B.14 BELOW WITHOUT EXCEPTION.**

- A. **WRITTEN GEOGRAPHIC DESCRIPTIONS OF JURISDICTIONAL BOUNDARY CHANGES:**  
*Items 1 through 7 shall apply to all documents pursuant to Section 54902, Government Code.*

Tax Area Services is not involved in issues related to property ownership. Descriptions of territory that are required in the filing process with the State Board of Equalization are used to establish geodetic position and are not intended to establish property ownership in a court of law. Subdivision maps, assessor's maps and deeds are not on file with the State Board of Equalization, nor are such documents readily available to its staff in Sacramento where all processing at the state level is performed. Boundary descriptions that merely cite recorded documents or refer to assessor's parcels are of very limited value to the Board's cartographic staff and shall be rejected. (see Items 3.A.1, 3.A.2 and 3.A.5 below).

- (1) Every written geographic description must be self-sufficient within itself without the necessity of reference to any extraneous document. A boundary description that relies solely on the use of secondary references shall be cause for rejection. The cartographic staff must be able to plot the boundaries from the written description.

## Example:

Unacceptable: "...thence northerly to the southwest corner of that certain property recorded in Book 12, Page 15 of Recorded Deeds..."

Acceptable: "...thence North 1° 18'56" West a distance of 150' to the southwest corner of that certain property recorded in Book 12, Page 15 of Recorded Deeds..."

- (2) The written geographic description shall be expressed as either a bearings and distances description, or as a specific parcel description in sectionalized land (e.g., The SW 1/4 of Section 22, T1N, R1W). When the description is by metes and bounds, all courses shall be numbered and described with bearings and distances written in a consistent clockwise direction. All courses required to close the traverse of the subject territory shall be stated. All curves shall be described by direction of concavity. Delta, arc length, chord and radius shall be listed, including radial bearing for all points of non-tangency.
- (3) The written geographic description shall be a document separate from any maps.
- (4) The written description shall be of the subject territory only. If a complete description of the special district is filed, that portion of the subject territory shall be clearly identified in a separate document.
- (5) The geographic description shall have a point of beginning referenced to a known major geographic position (*Example: section corners, intersection of street or road centerlines, intersection of street centerline and city, county or district boundary at time of filing, etc.*). A point of beginning that is tied to a fence post, tree or pipe in the ground is not considered a major geographic position. A point of beginning that refers only to a tract map, a subdivision map or a recorded survey map will be rejected. It is preferred that the point of beginning be the point of departure from an existing district boundary (when applicable).
- (6) **Effective January 1, 2000**, the point of beginning shall be described by the California State Plane Coordinate System, 1983 datum (see Item 3.B.5 below).
- (7) The written description shall state the acreage for each separate single area (see Section 4 for a definition of single area) and the combined total acreage of subject territory.  
Example: "Area A containing x.xx acres, Area B containing x.xx acres: Total computed acreage containing xx.xx acres more or less."

**B. MAPS:** Items 1 through 14 shall apply to all map documents pursuant to Section 54902, Government Code.

- (1) All maps shall be professionally drawn or copied. Rough sketches or pictorial drawings will be rejected. Assessor parcel maps will not be accepted as a substitute for the project map.
- (2) Every map shall bear a scale and a north arrow. Every map shall be of a sufficient size to allow Tax Area Services to plot the boundary without difficulty. **Reduced maps are not acceptable and will be rejected.** Every map shall be of a scale common to the industry. All lettering and numbering on the map must be legible.
- (3) A vicinity map shall be included.
- (4) The point of beginning shall be clearly shown on the map and referenced to a known geographic point (see Item 3.B.5 above).
- (5) **Effective January 1, 2000**, every boundary description and map shall contain a minimum of four geodetic control points that are referenced to the California State Plane Coordinate System, 1983 datum (see Item 3.B.6 above).

Acceptable control points: Section corners, section 1/4 corner, section centerpoints; the intersection of street, road, or highway centerlines

Unacceptable control points: Reference to a recorded deed, recorded survey or tract map. A tie to an insignificant monument that can change, move or erode over time (*Example: fence posts, marks on trees, etc.*).



- (6) All prior annexations contiguous with the subject territory shall be shown listing the annexation number, the resolution number, resolving agency name, ordinance or official record number and recording date.
- (7) All dimensions needed to plot the boundaries must be given on the map of the subject territory. Each map shall have numbered courses matching the written geographic description. All courses shall be numbered and described with bearings and distances written in a consistent clockwise direction. All courses required to close the traverse of the subject territory shall be drawn. All curves shall be described by direction of concavity. Delta, arc length, chord and radius, including radial bearing for all points of non-tangency shall be listed. Index tables may be utilized.
- (8) Every map must clearly indicate all existing streets, roads, and highways, together with the current names of these thoroughfares, within and adjacent to the subject territory. The relationship of the subject territory to street rights-of-ways and street centerlines must be clearly indicated. Other pertinent physical features should be included. Do not include topographic contour or elevation lines unless they are specifically called out in the geographic description.
- (9) The boundaries of the subject territory shall be distinctively delineated on the map without obliterating any essential geographic or political features. The boundaries of the subject territory shall be the most predominant line on the map. Boundary lines that are delineated by a line that exceeds 1.5 millimeter in width shall be rejected. The use of graphic tape or broad tip marking pens to delineate the boundary is not acceptable.
- (10) All parcels within the subject territory that touch the new boundary shall be clearly labeled with the assessors parcel number. Interior parcels that do not touch the exterior boundary need not be identified.
- (11) If the subject territory has interior islands of exclusion, or the boundary has a peninsula of exclusion (or inclusion), that area(s) shall be shown enlarged in a marginal sketch. This sketch shall be of sufficient size and scale to allow Tax Area Services to plot the boundary without difficulty. The parcels in the sketch that touch the boundary shall be clearly labeled with the assessor parcel numbers.
- (12) When it is necessary to use more than one map sheet to show the boundaries of the subject territory, the sheet size shall be uniform. A small key map giving the relationship of the several sheets shall be furnished. Match lines between adjoining sheets shall be used. While the geography on adjoining sheets may overlap, the project boundaries must stop at the match lines. Tax Area Services has standardized on the D size (24" x 36") map sheet, but will accept larger or smaller map sizes depending on the size and complexity of the individual single area.
- (13) Maps of the subject territory shall be drawn to these standard minimum scales:  
(For a multiple-area filing, the size and complexity of each single area should govern the map scale.)

Acreage within Minimum  
Project Area Map Scales

1 - 40 acres	1" = 100'
41 - 2000 acres	1" = 200'
201 - 1000 acres	1" = 400' or 1" = 800'
over 1001 acres	1" = 800' or 1" = 1200'

- (14) If any segment of the boundary is shorter than 1/40 of the map scale (i.e., 10 feet on a 1" = 400' scale map) that segment should be shown enlarged in a marginal sketch.

**C. ELECTRONIC/DIGITAL MAPS: *It is strongly recommended that all maps submitted to the State Board of Equalization be filed in electronic/digital form.***

- (1) Media: 3.5" diskette, double sided high density (1.44 mg) or 100mg ZIP disk. Please use separate disks for each filing. The diskette shall have an adhesive label applied that states:

- (a) the agency and/or special district submitting the map
  - (b) name of the project/short title
  - (c) number of diskettes for the filing
  - (d) county name(s)
- (2) **File Format:** Tax Area Services will only accept files in AutoCAD .dwg format. Drawings shall be in vector format only. Raster files, raster-vector hybrid, tiff, .pcx, .eps or any other drawing formats will be rejected. Tax Area Services will not accept a print file.
- (3) **Compressed Files:** Tax Area Services will only accept files that have used PKZIP as the compression tool or is compressed as a self-extracting file. A copy of PKUNZIP must be included on the diskette. It is preferred that uncompressed files be sent.
- (4) **Required files:** The diskette shall contain only the following files
  - (a) map/drawing file(s)
  - (b) ASCII text file labeled “read\_me.txt” listing the name, address and phone number of the agency/special district; county name, city name (if applicable), project/short title of the action; name, address and phone number of office that prepared the map file; list of files on individual diskettes (if more than one diskette is sent for the action), California State Plane Coordinate System zone and datum (NAD ‘83 or ‘27), and any other pertinent data that relates to the map files only. Please be brief.
  - (c) PKUNZIP if the drawing is a compressed file
- (5) **Contents of map files:** Maps that are filed electronically shall conform to the same requirements for a manually drawn map as described in this document (Items 3.B.1 through 3.B.14).
- (6) **Plotting:** The map must be plot ready without requiring any additional work by the Tax Area Services staff. The maps will be plotted out and shared with other departments and agencies in paper format. **Digital information will not be shared without the permission of the applicant.** The map drawing file shall have the same appropriate borders, legends, title blocks, signature block and any necessary information that is required for a manually drawn map. Sheet size and plotting scale shall be listed in the “read\_me.txt” file.
- (7) **Scale:** The drawing shall be at real-world scale.
- (8) **Line types:** All line types shall be continuous with the exception of street centerlines.
- (9) **Layers:** The drawing file(s) shall contain, but not limited to, the following three layers:
  - (a) **Boundary:** The complete perimeter boundary of the subject territory. Any portion of the boundary coterminous to an existing boundary shall be drawn. The boundary shall be drawn as a closed figure. A segment of the existing district boundary sufficient to establish the relationship of the subject territory to the district shall be drawn. This shall apply to both contiguous and non-contiguous relationships to the existing district boundary.
  - (b) **Backgrnd:** All line work to delineate existing lot lines and other pertinent physical features (rivers, streams, canals, etc.) within and adjacent to the subject territory; centerlines for all streets, roads, highways including dimensions and labels, directly relating to the perimeter boundary of the subject territory; right-of-way for all streets, roads, highways, including dimensions and labels, directly relating to the perimeter boundary of the subject territory; Township and Range and section lines with appropriate labels, use when applicable. This may be multiple layers if named appropriately. The vicinity map shall be on this layer.
  - (c) **Border:** Borderlines, north arrow, scale, title blocks, signature block and all associated text.

#### 4. DEFINITIONS AND SPECIAL FEE PROVISIONS:

- A. “Single area” means any separate geographical area regardless of ownership. A lot, a subdivision or a township could each be a “Single area”. For the purpose of this schedule a geographical area which is

divided into two or more parcels by a roadway, railroad right-of-way, river or stream, shall be considered a "Single area". Separated geographic areas that are not contiguous to each other shall not be considered a "Single area". A "Single area" does not include two areas that are contiguous to an existing boundary of a city or district but not to each other.

- B. "Contiguous" shall be defined as two polygons that share a common line segment.
- C. "Zones" include temporary zones in highway lighting districts, other zones, zone of improvement, zone of benefit, improvement districts, or any other sub-units of a county, city or parent district.
- D. "Concurrent transaction" includes any combination of formations, annexations and withdrawals of a single area under one resolution or ordinance. The fee shall be according to the fee schedule, Section 5; there is no additional costs for the number of transactions involved. If there is more than one resolution or ordinance, each single area must be separately computed under the fee schedule, Section 5.
- E. The fees in Section 5 of this schedule are based on the concept that any given action is confined to a single county. If more than one county is involved, add \$300.00 for the second and each additional county involved.
- F. Coterminous transaction: If an annexed or detached territory comprises an entire city, district, or zone without affecting the existence of that city, district or zone, the total processing fee shall be \$300.00. If the coterminous transaction contains areas of exclusion, each area of exclusion shall be considered a single area transaction and all requirements shall apply and the fees calculated as such. *Example: A district is formed coterminous with a city boundary and contains two areas of exclusion of four acres each; the total fee is \$1,000 (see Section 5, Schedule of Processing Fees).*
- G. Payment of the fee for the formation of a city or district may be deferred until that city or district receives its first revenue (Section 54902.5, Government Code). Each deferment shall be subject to a \$35 billing charge.

**IMPORTANT:** IF YOU HAVE AN UNUSUAL SITUATION OR ARE UNSURE, DO NOT GUESS AT THE FEE, CALL (916) 322-7185 OR WRITE TO: **TAX AREA SERVICES SECTION, STATE BOARD OF EQUALIZATION, 450 N STREET, MIC:59, P.O. BOX 942879, SACRAMENTO, CA 94279-0059** FOR HELP TO DETERMINE THE CORRECT FEE.

5. **SCHEDULE OF PROCESSING FEES:** See Section 4 for definitions and modifications of the fees under certain circumstances. Multiple area filings for special revenue districts shall be calculated as a single area transaction for each area separately. A separate fee must be computed for each ordinance or resolution. All fees are required at the time of filing. Please make checks payable to the **State Board of Equalization**.

***Single Area Transactions:***

Acres within subject territory Single Area Mapping fee

Less than 1 acre	\$300
1 - 5	\$350
6 - 10	\$500
11 - 20	\$800
21 - 50	\$1,200
51 - 100	\$1,500
101 - 500	\$2,000
501 - 1,000	\$2,500
1,001 - 2,000	\$3,000
2,001 and above	\$3,500

The following transactions may supersede or combine with the single area transaction fee schedule

Deferral of Fees	\$35
Additional County per transaction	\$300
Consolidation per district or zone	\$300
Entire district transaction	\$300
Coterminous transaction	\$300
Dissolution or Name change	\$0

## STATE BOARD OF EQUALIZATION

## REDEVELOPMENT PROJECTS

REQUIREMENTS FOR STATEMENTS, BOUNDARY DESCRIPTIONS, MAPS  
and SCHEDULE OF PROCESSING FEES

Sections 33327, 33328, 33328.3, 33375 and 33457, Health and Safety Code.

**Effective December 2, 1998**

1. **GENERAL APPLICATION.** All statutory references herein refer to the Health and Safety Code. The preparation of the report required by Section 33328 or 33328.3, will not commence until the filing is accepted. Written notice of acceptance will be provided by the State Board of Equalization.
  - A. The effective date for a redevelopment project must be on or before August 20 of the year in which the base year values are to be valid.
  - B. Following the adoption of the redevelopment plan, or the amendment of a redevelopment plan, copies of the recorded documents shall be transmitted to the county tax officials and the State Board of Equalization within 30 days (Sections 33327, 33375, 33457).
  - C. Adopted redevelopment plans must be filed on or before **December 1 of the year immediately preceding** the year in which the assessments or taxes are to be levied.
  - D. Please mail all filings and amendments to: **Tax Area Services Section, State Board of Equalization, 450 N Street, MIC:59, P.O. Box 942879, Sacramento, CA 94279-0059.** Inquiries concerning these requirements should be sent to: Mr. David J. Martin or call (916) 322-7185; or Fax (916) 327-4251.
  - E. All fees shall accompany the statements.
  - F. The maps filed pursuant to Section 33327 serve a dual purpose. First, they are transmitted by us to the public utility companies whose property is assessed by the Board. It is most important that the relationship of project boundaries with streets is clearly and accurately delineated on the maps. Because of this, the accuracy of the base year assessed values will be directly related to the quality of the maps sent to us. Secondly, the same maps can be used for filing under Section 33375, when they will be used in conjunction with the geographic description to delineate the project boundaries on the Board's tax-rate area maps. This map work makes possible the automatic derivation of subsequent changes in assessed values for tax increment funding purposes as a by-product of future assessment rolls.
2. **BOUNDARY DESCRIPTIONS, STATEMENTS AND MAPS:** Upon completion of the initial processing, all filed documents are microfilmed and then destroyed. Any document that will not produce a readable photographic image shall be rejected and returned to the applicant for replacement.

**It is strongly recommended that maps be submitted in electronic/digital format. Refer to Item 2.D below.**

**ALL DOCUMENTS SHALL CONFORM TO ITEMS 2.A.1 THROUGH 2.C.15 BELOW WITHOUT EXCEPTION.**

**A. WRITTEN GEOGRAPHIC DESCRIPTIONS OF JURISDICTIONAL BOUNDARY CHANGES:**

*Items 1 through 8 shall apply to all documents pursuant to Section 33327, Health and Safety Code.*

Tax Area Services is not involved in issues related to property ownership. Descriptions of territory that are required in the filing process with the State Board of Equalization are used to establish geodetic position and are not intended to establish property ownership in a court of law. Subdivision maps, assessor's maps and deeds are not on file with the State Board of Equalization, nor are such documents readily available to its staff in Sacramento where all processing at the state level is performed. Boundary descriptions that merely cite recorded documents or refer to assessor's parcels are of very limited value to the Board's cartographic staff and shall be rejected (see Items 2.A.1, 2.A.2 and 2.A.5 below).

- (1) Every written geographic description must be self-sufficient within itself without the necessity of reference to any extraneous document. A boundary description that relies solely on the use of

secondary references shall be cause for rejection. The cartographic staff must be able to plot the boundaries from the written description. Example:

Unacceptable: "...thence northerly to the southwest corner of that certain property recorded in Book 12, Page 15 of Recorded Deeds..."

Acceptable: "...thence *North 1° 18'56" West a distance of 150'* to the southwest corner of that certain property recorded in Book 12, Page 15 of Recorded Deeds..."

- (2) The written geographic description shall be expressed as either a bearings and distances description, or as a specific parcel description in sectionalized land (e.g., the SW 1/4 of Section 22, T1N, R1W). When the description is by metes and bounds, all courses shall be numbered and described with bearings and distances written in a consistent clockwise direction. All courses required to close the traverse of the subject territory shall be stated. All curves shall be described by direction of concavity. Delta, arc length, chord and radius, including radial bearing for all points of non-tangency, shall be listed.
- (3) The written geographic description shall be a document separate from any maps.
- (4) The written description shall be of the subject territory only. If the subject territory is an amendment to a redevelopment plan, and a complete description of the redevelopment plan is filed, that portion of the subject territory shall be clearly identified in a separate document.
- (5) The geographic description shall have a point of beginning referenced to a known major geographic position. (*Example: section corners, intersection of street or road centerlines, intersection of street centerline and city, county or district boundary at time of filing, etc.*) A point of beginning that is tied to a fence post, tree or pipe in the ground is not considered a major geographic position. A point of beginning that refers only to a tract map, a subdivision map or a recorded survey map will be rejected. It is preferred that the point of beginning be the point of departure from an existing redevelopment boundary (when applicable).
- (6) **Effective January 1, 2000**, the point of beginning shall be described by the California State Plane Coordinate System, 1983 datum (see Item 2.B.5 below).
- (7) The written description shall state the acreage for each separate single area (see Section 3 for a definition of single area), and the combined total acreage of subject territory.  
Example: "Area A containing x.xx acres, Area B containing x.xx acres: Total computed acreage containing xx.xx acres more or less."
- (8) The centerline of a railroad right-of-way shall not be used to define the boundary of a redevelopment project. An exception will be granted if an existing political boundary (city or district boundary) lies on such a centerline.

#### B. STATEMENTS:

- (1) The statement shall be in the form and style shown on page 6. This form of statement is also designed to satisfy the requirements in Section 33328 with respect to the selection of the base year assessment roll.

#### C. MAPS: Items 1 through 15 shall apply to all map documents pursuant to Section 33327, Health and Safety Code.

- (1) All maps shall be professionally drawn or copied. Rough sketches or pictorial drawings will be rejected. Assessor parcel maps will not be accepted as a substitute for the project map.
- (2) Every map shall bear a scale and a north arrow. Every map shall be of a sufficient size to allow Tax Area Services to plot the boundary without difficulty. **Reduced maps are not acceptable and will be rejected.** Every map shall be of a scale common to the industry. All lettering and numbing on the map must be legible.
- (3) A vicinity map shall be included.



- (4) The point of beginning shall be clearly shown on the map and referenced to a known geographic point (see Item 2.A.5 above.)
- (5) **Effective January 1, 2000**, every boundary description and map shall contain a minimum of four geodetic control points that are referenced to the California State Plane Coordinate System, 1983 datum (see Item 2.A.6 above).

Acceptable control points: Section corners, section 1/4 corner, section centerpoints; the intersection of street, road, or highway centerlines

Unacceptable control points: Reference to a recorded deed, recorded survey or tract map. A tie to an insignificant monument that can change, move or erode over time (*Example: fence posts, marks on trees, etc.*).

- (6) All dimensions needed to plot the boundaries must be given on the map of the subject territory. Each map shall have numbered courses matching the written geographic description. All courses shall be numbered and described with bearings and distances written in a consistent clockwise direction. All courses required to close the traverse of the subject territory shall be drawn. All curves shall be described by direction of concavity. Delta, arc length, chord, and radius, including radial bearing for all points of non-tangency, shall be listed. Index tables may be utilized.
- (7) Every map must clearly indicate all existing streets, roads and highways within and adjacent to the subject territory, together with the current names of these thoroughfares. The relationship of the subject territory to street rights-of-ways and street centerlines must be clearly indicated. Other pertinent physical features should be included. Do not include topographic contour or elevation lines unless they are specifically called out in the geographic description.
- (8) The boundaries of the subject territory shall be distinctively delineated on the map without obliterating any essential geographic or political features. The boundaries of the subject territory shall be the most predominant line on the map. Boundary lines that are delineated by a line that exceeds 1.5 millimeter in width shall be rejected. The use of graphic tape or broad tip marking pens to delineate the boundary is not acceptable.
- (9) All parcels within the subject territory that touch the new boundary shall be clearly labeled with the assessor's parcel number. Interior parcels that do not touch the exterior boundary need not be identified.
- (10) If the subject territory has interior islands of exclusion, or the boundary has a peninsula of exclusion (or inclusion), that area(s) shall be shown enlarged in a marginal sketch. This sketch shall be of sufficient size and scale to allow Tax Area Services to plot the boundary without difficulty. The parcels in the sketch that touch the boundary shall be clearly labeled with the assessor's parcel numbers.
- (11) When it is necessary to use more than one map sheet to show the boundaries of the subject territory, the sheet size shall be uniform. A small key map giving the relationship of the several sheets shall be furnished. Match lines between adjoining sheets shall be used. While the geography on adjoining sheets may overlap, the project boundaries must stop at the match lines. Tax Area Services has standardized on the D size (24" x 36") map sheet, but will accept larger or smaller map sizes depending on the size and complexity of the individual single area.
- (12) Maps of the subject territory shall be drawn to these standard minimum scales:  
(For a multiple-area filing, the size and complexity of each single area should govern the map scale.)

Acreage within Project Area	Minimum Map Scales
1 - 40 acres	1" = 100'
41 - 2000 acres	1" = 200'
201 - 1000 acres	1" = 400' or 1" = 800'
over 1001 acres	1" = 800' or 1" = 1200'

- (13) If any segment of the boundary is shorter than 1/40 of the map scale (i.e., 10 feet on a 1" = 400' scale map), that segment should be shown enlarged in a marginal sketch.
- (14) Redevelopment agencies filing pursuant to Health and Safety Code Section 33327 shall send one copy of the map of the proposed or amended project area boundaries to county taxing agency officials. The redevelopment agency shall furnish the State Board of Equalization with an unfolded reproducible map (sepia or duplicate tracing).
- (15) If the proposed boundaries are amended prior to final adoption, a revised sepia shall be filed. The county officials designated in Section 33327 shall also be furnished with revised maps.

**D. ELECTRONIC/DIGITAL MAPS: *It is strongly recommended that all maps submitted to the State Board of Equalization be filed in electronic/digital form.***

- (1) Media: 3.5" diskette, double sided high density (1.44 mg). Please use separate disks for each filing. The diskette shall have an adhesive label applied that states:
  - (a) the agency and/or special district submitting the map
  - (b) name of the project/short title
  - (c) number of diskettes for the filing
  - (d) county name(s)
- (2) File Format: Tax Area Services will only accept files in AutoCAD .dwg format. Drawings shall be in vector format only. Raster files, raster-vector hybrid, tiff, .pcx, .eps or any other drawing formats will be rejected. Tax Area Services will not accept a print file.
- (3) Compressed Files: Tax Area Services will only accept files that have used PKZIP as the compression tool or is compressed as a self-extracting file. A copy of PKUNZIP must be included on the diskette. It is preferred that uncompressed files be sent.
- (4) Required files: The diskette shall contain only the following files
  - (a) map/drawing file(s)
  - (b) ASCII text file labeled "read\_me.txt" listing the name, address and phone number of the agency/special district; county name, city name (if applicable), project/short title of the action; name, address and phone number of office that prepared the map file; list of files on individual diskettes (if more than one diskette is sent for the action), California State Plane Coordinate System zone and datum (NAD '83 or '27) and any other pertinent data that relates to the map files only. Please be brief.
  - (c) PKUNZIP if the drawing is a compressed file
- (5) Contents of map files: Maps that are filed electronically shall conform to the same requirements for a manually drawn map as described in this document (Items 3.b.1 through 3.b.14).
- (6) Plotting: The map must be plot ready without requiring any additional work by the Tax Area Services staff. The maps will be plotted out and shared with other departments and agencies in paper format. **Digital information will not be shared without the permission of the applicant.** The map drawing file shall have the same appropriate borders, legends, title blocks, signature block and any necessary information that is required for a manually drawn map. Sheet size and plotting scale shall be listed in the "read\_me.txt" file.
- (7) Scale: The drawing shall be at real-world scale.
- (8) Line types: All line types shall be continuous with the exception of street centerlines.
- (9) Layers: The drawing file(s) shall contain, but not limited to, the following three layers:
  - (a) Boundary: The complete perimeter boundary of the subject territory. Any portion of the boundary coterminous to an existing boundary shall be drawn. The boundary shall be drawn as a closed figure. If the subject territory is an amendment to an existing redevelopment plan, a

segment of the existing boundary sufficient to establish the relationship of the subject territory to the existing boundary shall be drawn. This shall apply to both contiguous and non-contiguous relationships to the existing boundary.

(b) **Backgrnd:** All line work to delineate existing lot lines and other pertinent physical features (rivers, streams, canals, etc.) within and adjacent to the subject territory; centerlines for all streets, roads, highways, including dimensions and labels, directly relating to the perimeter boundary of the subject territory. Right-of-way for all streets, roads, highways, including dimensions and labels, directly relating to the perimeter boundary of the subject territory. Township and Range and section lines with appropriate labels, use when applicable. This may be multiple layers if named appropriately. The vicinity map shall be on this layer.

(c) **Border:** Borderlines, north arrow, scale, title blocks, signature block and all associated text.

**3. PROCESSING FEES.** The entire initial fee indicated on below shall accompany the Statement of Preparation. If the proposed project or amendment is terminated prior to formal adoption, the mapping portion of the initial fee will be refunded. A written notice of termination is required before a refund can be made. Please make checks payable to the State Board of Equalization.

A. “Single area” means any separate geographical area regardless of ownership. A lot, a subdivision or a township could each be a “Single area”. For the purpose of this schedule a geographical area which is divided into two or more parcels by a roadway, railroad right-of-way, river or stream shall be considered a “Single area”. Separated geographic areas that are not contiguous to each other shall not be considered a “Single area”. A “Single area” does not include two areas contiguous to an existing boundary but not to each other.

B. “Contiguous” shall be defined as two polygons that share a common line segment.

**4. SCHEDULE OF FEES:** Use the table below. The initial fee shall be calculated as one base year calculation and project review per submittal plus separate fees for mapping after adoption each area separately.

Example:

*Base year calculation: \$500 + 2 separate areas @ \$850 each. Total initial fee: \$2,200*

A. ADDITIONAL BASE YEAR CALCULATION FEES.

- (1) If boundaries are changed after initial boundaries are filed, the additional fee shall equal the initial base year calculation fee.
- (2) If the base year value must be recalculated because the base year assessment roll as specified in Section 33670 is different than the one specified in the statement of preparation, the additional fee shall equal the initial base year calculation fee if it is necessary for the affected state assessee to reinventor their property. If a reinventor is not required, the additional fee shall equal one half of the initial base year calculation fee.

#### INITIAL FEE, SINGLE AREA PROJECT OR AMENDMENT

ACREAGE WITHIN PROJECT OR AMENDMENT	BASE YEAR CALCULATION AND PROJECT REVIEW		MAPPING AFTER ADOPTION	
Less than 1 acre	\$500	+	\$300	= \$800
1 - 5	\$500	+	\$350	= \$850
6 - 10	\$500	+	\$500	= \$1,000
11 - 20	\$500	+	\$800	= \$1,300
21 - 50	\$500	+	\$1,200	= \$1,700
51 - 100	\$700	+	\$1,500	= \$2,200
101 - 500	\$700	+	\$2,000	= \$2,700
501 - 1,000	\$900	+	\$2,500	= \$3,400
1,001 - 2,000	\$900	+	\$3,000	= \$3,900
2,001 and above	\$900		+\$3,500	= \$4,400



**STATEMENT OF PREPARATION OF REDEVELOPMENT PLAN OR  
AMENDED REDEVELOPMENT PLAN FOR**

\_\_\_\_\_  
(Name of Project)

TO: Auditor, Assessor, Tax Collector of \_\_\_\_\_ County, to all other affected taxing entities and to the State Board of Equalization.

Pursuant to Section 33327 of the California Health and Safety Code, you are hereby notified that the Redevelopment Agency of the \_\_\_\_\_ (Name of city or county) is in the process of completing a redevelopment plan for the \_\_\_\_\_ (Name of project). It is the intention of the Agency to complete said plan and to have it adopted pursuant to the California Community Redevelopment Law.

It is the intention of the Agency to use the \_\_\_\_\_ (fiscal year) roll as the Base Year Assessment Roll for the allocation of taxes pursuant to Section 33670 of the Health and Safety Code.

Dated: \_\_\_\_\_

Redevelopment Agency of

\_\_\_\_\_  
(Name of city or county)

\_\_\_\_\_  
(Signature)

[ ] Initial Plan

\_\_\_\_\_  
Name

[ ] Amended Plan

\_\_\_\_\_  
Title

\_\_\_\_\_ Number of Areas

\_\_\_\_\_ Acreage of each Area

**BOARD OF EQUALIZATION**  
**LOCAL REVENUE ALLOCATION SECTION**

**Local Jurisdiction's Request for Change of Address**

Effective, \_\_\_\_\_, please change our mailing address(es) as follows:  
(date)

**Jurisdiction:** \_\_\_\_\_

**Current Address:** \_\_\_\_\_  
(street address)

\_\_\_\_\_  
(city & zip code)

\_\_\_\_\_  
(attn: if applicable)

**New Address:** \_\_\_\_\_  
(street address)

\_\_\_\_\_  
(city & zip code)

\_\_\_\_\_  
(attn: if applicable)

The new address shown above should be used for the following purposes: *(Check all applicable choices)*

- |  |   |
|--|---|
| <input type="checkbox"/> Mail local tax warrants             | <input type="checkbox"/> Mail registration/allocation media |
| <input type="checkbox"/> Mail local tax statements           | <input type="checkbox"/> Mail legal notifications           |
| <input type="checkbox"/> Other <i>(please specify)</i> _____ |   |

NAME <i>(print)</i>	TITLE	
SIGNATURE	TELEPHONE	DATE

FUWRP2M1  
FUWRP2P1

STATE BOARD OF EQUALIZATION  
FUND DISTRIBUTION SUBSYSTEM  
QUARTERLY DISTRIBUTION OF LOCAL (1%) TAX  
ALLOCATION PERIOD: 08/13/1999 – 11/12/1999

12/05/1999  
PAGE 4

CITY/I-L	GROSS	COUNTYWIDE AMOUNT / 1%	STATEWIDE AMOUNT / 1%	ADJ. GROSS	%	LOCAL/COUNTY	ADM. COST	NET AMT
03051	2,249.54	266.82 .30	9.76	2,526.12	100	2,526.12	22.46	2,503.66
03052	226,718.80	26,891.57 30.14	984.36 .03	254,594.73	100	254,594.73	2,263.20	252,331.53
03053	23,460.35	2,782.67 3.12	101.86	26,344.88	100	26,344.88	234.19	26,110.69
03054	67,758.05	8,036.91 9.01	294.19 .01	76,089.15	100	76,089.15	676.39	75,412.76
03055	36,014.78	4,271.78 4.79	156.36	40,442.92	100	40,442.92	359.51	40,083.41
03998	396,103.81	46,982.69 52.65	1,719.80 .04	444,806.30	100	444,806.30	3,954.06	440,852.24
COUNTY 1% TOTAL						844,804.10	7,509.81	837,294.29

**7204.03. Place of Sale: sales of jet fuel.** (a) Notwithstanding any other provision of this part, in the case of retail sales of jet fuel that are, in accordance with paragraph (2) of subdivision (b) of Section 7205, consummated at the point of delivery of that jet fuel to an aircraft at a multijurisdictional airport, the sales tax revenues collected by the board pursuant to this part with respect to those sales shall be transmitted by the board in accordance with subdivision (b). For purposes of this section, a “multijurisdictional airport” is an airport that is owned or operated by a city, county, or city and county that meets both of the following conditions:

(1) The owning or operating city, county, or city and county imposes a local sales tax pursuant to an ordinance adopted pursuant to this part.

(2) The owning or operating city, county, or city and county is different from the city, county, or city and county in which the airport is located.

(b) (1) Except as provided in paragraph (2), the sales taxes collected by the board pursuant to this part with respect to retail sales of jet fuel described in subdivision (a) shall be transmitted by the board in accordance with the following:

(A) One-half to the county or city and county in which the point of delivery to the aircraft is located, less the amount transmitted to a city pursuant to subparagraph (B), if any; and one-half to the county or city and county that owns or operates the airport or to the county in which the city that owns or operates the airport is located, less the amount transmitted to a city pursuant to subparagraph (C), if any.

(B) If the multijurisdictional airport is located in a city imposing a local sales tax pursuant to an ordinance adopted pursuant to this part, the board shall transmit to that city that amount of sales taxes collected by the board with respect to retail sales of fuel described in subdivision (a) that is based on 50 percent of the rate set by that city’s ordinance.

(C) If the multijurisdictional airport is owned or operated by a city imposing a local sales tax pursuant to an ordinance adopted pursuant to this part, the board shall transmit to that city that amount of sales taxes collected by the board with respect to retail sales of fuel described in subdivision (a) that is based on 50 percent of the rate set by that city’s ordinance.

(2) Notwithstanding paragraph (1), both of the following shall apply:

(A) In the case of retail sales of jet fuel as described in subdivision (a) that are consummated at San Francisco International Airport, one-half of the sales taxes collected by the board pursuant to this part with respect to those sales shall be transmitted by the board to the City and County of San Francisco, and one-half of the sales taxes collected by the board pursuant to this part with respect to those sales shall be transmitted by the board to the County of San Mateo.

(B) In the case of retail sales of jet fuel as described in subdivision (a) that are consummated at Ontario International Airport, the board shall transmit sales taxes collected by the board pursuant to this part with respect to those sales in accordance with both of the following:

(i) All of the sales taxes that are derived from a local sales tax rate imposed by the City of Ontario shall be transmitted to that city.

(ii) All of the sales taxes that are derived from a local sales tax rate imposed by the County of San Bernardino shall be allocated to that county.

## Glossary of Terms

<i>Advance</i>	Estimated payment distributed to tax jurisdictions at least twice per calendar quarter as required by statute.
<i>Allocation</i>	The identification of money as belonging to a specific jurisdiction or fund.
<i>Date of Knowledge</i>	Date on which notice of suspected improper distribution of local tax is received by the Board. Such notice must be supported by factual information in order to be considered for date of knowledge status.
<i>Distribution</i>	The disbursement of money to jurisdictions or funds based on allocation.
<i>Improper Allocation</i>	Term used to describe suspected incorrect allocation of funds prior to verification by Board staff.
<i>In-Lieus</i>	See Redevelopment Agencies on page 2.
<i>Misallocation</i>	Term reserved for Board use representing incorrect allocation of funds as verified by Board of Equalization staff.
<i>Place of Sale (Local Tax)</i>	See Regulation 1802, Exhibit A. An exception to Regulation 1802 includes Out-of State retailers who do not have a permanent place of business in this state, but who maintain a stock of tangible personal property in this state must acquire a seller's permit for the warehouse location. If, the retailer subsequently establishes a permanent place of business (sales location) in this state, the warehouse permit shall be closed out, and all local tax will be allocated to the permanent sales location.
<i>Place of Sale (Local Tax) Construction Contractors</i>	See Regulation 1806, Exhibit B. An exception to Regulation 1806 became effective January 1, 1995, when the Board passed a resolution which, under certain conditions, allows local tax from construction contractors to be allocated to the local jurisdiction of the specific construction jobsite. The contract (or sub-contract) must be for no less than \$5,000,000 for work performed at the jobsite. The election to report under a sub-permit must be made by the contractor furnishing and installing materials and/or fixtures. For complete information on this topic, see Special G Notice dated January 1995, Exhibit C.

# Glossary of Terms *(continued)*

**Place of Sale  
(District Tax)**

*District Use Tax*

District Use Tax is paid by a retailer who:

- maintains, occupies or uses any type of office, sales room, warehouse or other place of business in the district, even if it is used temporarily, indirectly or through an agent;
- has any kind of representative operating in the district for purposes of making sales or deliveries, or taking orders;
- derives rentals from a lease of tangible personal property in the district; or
- sells or leases vehicles, undocumented vessels or aircraft that will be registered in the district.

*Transactions (Sales) Tax*

Transactions (sales) Tax is paid by a retailer who has a business location in the district and the sale occurs at that location.

**Quarterly Cleanup**

Net amount of tax receipts due to be paid to jurisdictions after advance payments and deduction for administrative costs.

**Seller's Permit**

The document issued by the Board bearing the name of the business, the business address, and the assigned seller's permit number. The seller's permit must be conspicuously displayed at the location for which it is issued.

**Seller's Permit  
Number**

Also known as *account number*. Each retailer's permit number is a unique identifier used to report sales, transactions and use tax. Each number is made up of a combination of up to four parts: (1) Taxable Activity Type (TAT), (2) TAT Indicator (used for consolidated and special seller accounts), (3) Office Code, (4) 9-digit numeric portion. The following diagram shows each component of the seller's permit number.

TAT	TAT INDICATOR	OFFICE CODE	NUMERIC PORTION
SR	S	KH	028-123456

**Taxable Measure**

The base amount upon which the sales or use tax rate is applied to arrive at the amount of tax due: (taxable measure) (tax rate) = tax.

## For Further Assistance

*These Board of Equalization employees are prepared to assist you with questions in the following areas.*

### Ms. Anna Madden

Telephone: (916) 324-1386

Fax: (916) 324-3001

- Missing Warrants
- Late or Missing Bank Deposits
- Section 7056 Resolutions

### Mr. James Kendrick

Telephone: (916) 323-0808

Fax: (916) 324-3001

- Advance Payment Information
- Creation of New Cities

### Ms. Debby Nelson

Telephone: (916) 324-1334

Fax: (916) 324-3001

- District Tax Information
- Annual Audit Confirmation of Local Tax Distributed
- Creation of New Special Tax Districts

### Ms. Karin Olson

Telephone: (916) 324-1321

Fax: (916) 324-3001

- Allocation/Registration Media

### **The address for the above contacts:**

Local Revenue Allocation Section  
Board of Equalization

450 N Street MIC:27

P.O. Box 942879

Sacramento CA 94279-0027



### Mr. Lyle Cortvriendt

Telephone: (916) 445-0729

Fax: (916) 322-3184

- Administrative Fees

### **The address for the above contact:**

Budget Section

Board of Equalization

450 N Street MIC:25

P.O. Box 942879

Sacramento CA 94279-0025

### Mr. Robert Wils

Telephone: (916) 324-1051

Fax: (916) 322-8834

- Suspected Improper Allocation of Local Tax

### **The address for the above contact:**

Allocation Group

Board of Equalization

450 N Street MIC:39

P.O. Box 942879

Sacramento CA 94279-0039



*In addition, the following information is provided for your easy reference:*

### Ms. Lee Knott

State Controller's Office

Telephone: (916) 327-1705

- Same Day Banking Program

### Mr. Mike Silvera

State Controller's Office

Telephone: (916) 323-0704

- Local Revenue Fund Distributions

### Mr. Bill Byall

State Controller's Office

Telephone: (916) 323-0740

- Highway Users Fuel Tax (Gas Tax)

### Mr. David Smart

State Controller's Office

Telephone: (916) 323-8077

- Motor Vehicle License Fees

### Ms. Lala Nair

State Controller's Office

Telephone: (916) 324-8605

- Local Public Safety Fund

### **The address for the above contacts:**

State Controller's Office

P.O. Box 942850

Sacramento, CA 94250

### Taxpayers' Rights Advocate

The State Board of Equalization wants to make dealing with us as easy as possible. Consequently, we have appointed a Taxpayers' Rights Advocate to help you with concerns related to the Board's programs that cannot be resolved through normal channels. Please contact the Taxpayers' Rights Advocate for assistance:

Taxpayers' Rights Advocate  
State Board of Equalization  
450 N Street, MIC:70  
PO Box 942879  
Sacramento, CA 94279-0070

Toll-Free Phone: 1-888-324-2798

Telephone: (916) 324-2798

Fax: (916) 323-3319



### Information on the Internet - [www.boe.ca.gov](http://www.boe.ca.gov)

In addition to copies of selected publications, our Internet site also includes order forms for forms and publications, Board meeting dates, and other information about the Board and the programs it administers.